

Foreign Currency Exchange Request Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Bank or Currency Exchange Office Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the exchange of currency for medical expenses incurred abroad. I have recently received medical treatment in [Country] and require [Specify Amount] in [Foreign Currency] to settle my outstanding bills.

Details of my request are as follows:

- Amount to be exchanged: [Amount in Local Currency]
- Currency to be received: [Foreign Currency]
- Purpose: Medical expenses for treatment in [Country]

Enclosed are the necessary documents, including medical bills and proof of treatment, for your reference. I appreciate your assistance with this matter and look forward to your prompt response.

Thank you for your attention to my request.

Sincerely,
[Your Name]