

Foreign Currency Exchange Request for Tuition Fees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Bank Name/Foreign Exchange Provider]

[Provider's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the exchange of [Amount] [Your Currency] to [Amount] [Foreign Currency] for the purpose of paying my tuition fees at [University/College Name]. My student ID is [Student ID], and my program of study is [Program Name].

Details of the transaction are as follows:

- Amount: [Amount]
- Exchange Rate: [Current Exchange Rate]
- Destination Account: [Account Details]
- Purpose of Payment: Tuition Fees

Attached are the necessary documents: [List of Attachments such as Admission Letter, Invoice, etc.].

Thank you for your assistance. I look forward to your prompt response to this request.

Sincerely,

[Your Name]