

Foreign Currency Exchange Request

Date: [Insert Date]

To: [Insert Bank Name/Financial Institution]

Address: [Insert Address]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to request the exchange of foreign currency for a recent online shopping purchase. Below are the details of my request:

Account Holder Name: [Insert Your Name]

Account Number: [Insert Your Account Number]

Currency to Exchange: [Insert Currency, e.g., USD, EUR]

Amount to Exchange: [Insert Amount]

Purpose of Exchange: Online shopping transaction for [Insert Item Description] from [Insert Seller's Name].

I would appreciate your prompt assistance with this request and any relevant fees associated with the exchange. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Insert Your Name]

[Insert Your Contact Information]