

Foreign Currency Exchange Request

Date: [Insert Date]

To: [Insert Bank/Financial Institution Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Request for Foreign Currency Exchange

Dear [Bank/Financial Institution Contact Name],

I am writing to request a foreign currency exchange in preparation for my upcoming attendance at [Name of Conference/Event] scheduled for [Dates of Conference] in [Location].

I would like to exchange [Amount in USD] into [Currency] for travel expenses including accommodation, meals, and transportation during the conference.

Please let me know the details regarding the exchange rate, any fees involved, and the process I need to follow to complete this transaction. Your assistance in this matter would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Job Title/Position]

[Your Organization]