

Foreign Currency Exchange Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to request the exchange of currency for my upcoming personal vacation. I would like to exchange the following amounts:

- Currency: [Insert Currency Type]
- Amount: [Insert Amount]

My travel dates are from [Insert Start Date] to [Insert End Date], and I will be traveling to [Insert Destination]. I would appreciate it if you could provide me with the current exchange rate and any applicable fees.

Please let me know if you require any additional information to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]