

# Foreign Currency Exchange Request

Date: [Insert Date]

To,

[Bank Name]

[Bank Address]

Dear [Recipient's Name],

I am writing to request foreign currency exchange for the purpose of sending remittances to [Recipient's Name] in [Country]. Please find the details of the transaction below:

**Currency to Exchange:** [Currency Name]

**Amount:** [Amount in Local Currency]

**Recipient's Account Details:**

Account Name: [Account Name]

Account Number: [Account Number]

Bank Name: [Recipient's Bank Name]

SWIFT Code: [SWIFT Code]

For your convenience, I have attached the necessary identification documents and any other required forms.

I appreciate your assistance in processing this request at your earliest convenience. Please do not hesitate to contact me if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]