

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The Branch Manager
Axis Bank

[Branch Address]
[City, State, Zip Code]

Subject: Request for Foreign Currency Exchange

Dear [Branch Manager's Name],

I hope this letter finds you well. I am writing to request the exchange of foreign currency at your branch.

Details of my request are as follows:

- Currency to be exchanged: [Currency Name (e.g., USD, EUR)]
- Amount to be exchanged: [Amount]
- Purpose of exchange: [Briefly specify purpose, e.g., travel, business]
- Preferred rate: [If applicable, specify any rate or mention to refer to current rates]

Please let me know the necessary documents required and the procedure to complete this transaction. I would appreciate your prompt assistance with this matter.

Thank you for your attention to my request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]