

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

[Bank's Name]  
[Bank's Address]  
[City, State, Zip Code]

Subject: Application for Opening a Foreign Currency Account

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to express my interest in opening a foreign currency account with [Bank's Name].

Please find my details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Nationality: [Your Nationality]
- Address: [Your Address]
- Identification Type: [Passport/National ID]
- Identification Number: [Your ID Number]
- Currency Type: [Specify Currency]

I would appreciate it if you could provide me with the necessary information and documentation required to process my application.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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