

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Foreign Exchange License

I hope this message finds you well. I am writing to formally request a Foreign Exchange License for [Your Company Name or Your Name], to facilitate our operations in the foreign exchange market.

We believe that obtaining this license will enable us to [briefly explain the purpose or benefits of obtaining the license].

Enclosed are the necessary documents as per your requirements, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

We appreciate your prompt attention to this matter and look forward to your positive response. Should you need any further information or clarification, please do not hesitate to contact me.

Thank you for considering our request.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]