

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

[Recipient's Name]  
[Authority's Name]  
[Authority's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Foreign Exchange License

I am writing to formally submit my application for a foreign exchange license under the jurisdiction of [Authority's Name]. My company, [Your Company Name], is committed to adhering to all regulatory requirements and maintaining the highest standards of compliance in our operations. We believe that obtaining this license will enable us to provide better service to our clients and contribute significantly to the financial markets. Attached to this letter are the necessary documents and information required for the application process, including our business plan, financial statements, and compliance framework.

Thank you for considering our application. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]