

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

[Recipient Name]
[Recipient Title]
[License Authority/Organization Name]
[Authority Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Foreign Exchange License

I am writing to formally apply for a Foreign Exchange License under the regulations set forth by [relevant governing body/organization].

Our company, [Your Company Name], is dedicated to [briefly describe your business and its objectives]. We believe that obtaining this license will enable us to [explain the reason for the application and how it aligns with your business goals].

We have attached the required documentation to support our application, including [list key documents such as business registration, financial statements, compliance certificates, etc.].

We kindly request your prompt processing of our application. Should you require any additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for considering our application.

Sincerely,

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