

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

[Recipient's Name]
[Recipient's Title]
[Bank's Name]

[Bank's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: FX Loan Approval Request

I hope this letter finds you well. I am writing to formally request approval for a foreign exchange (FX) loan to support [briefly describe the purpose of the loan, e.g., importing goods, investment overseas, etc.].

The details of my request are as follows:

- ****Loan Amount:**** [insert amount]
- ****Currency:**** [insert currency, e.g., USD, EUR]
- ****Loan Term:**** [insert number of months/years]
- ****Purpose of Loan:**** [provide a concise explanation]

I have attached all necessary documents, including my financial statements, business plan, and any other relevant information that demonstrates my capability to repay the loan.

I appreciate your consideration of this request and look forward to a favorable response. Please feel free to contact me at [your phone number] or [your email address] for any further information or clarification.

Thank you for your time.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]