

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

[Date]  
[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: FX Loan Documentation

I hope this letter finds you well.

I am writing to formally submit the documentation required for the foreign exchange loan application dated [insert date of application].

Please find attached the following documents:

1. Completed Loan Application Form
2. Financial Statements (last 3 years)
3. Business Plan
4. Collateral Documentation
5. Proof of Identity (Passport/ID)
6. Credit Report

Should you require any further information or additional documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

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