

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Bank/Financial Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Foreign Exchange Loan

I hope this letter finds you well. I am writing to formally request a foreign exchange loan to support my upcoming [specific project or purpose].

I am currently [briefly describe your business or personal financial situation], and I believe that an FX loan would provide the financial flexibility required to [explain how the loan will be used].

I am seeking a loan amount of [specific amount] with a preferred repayment period of [duration]. I am confident that my [details about your repayment ability, e.g., income, current assets] will allow me to meet the repayment terms effectively.

I would appreciate the opportunity to discuss this request further and explore the various options available. I am looking forward to your positive response.

Thank you for considering my application.

Sincerely,

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