

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

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

Dear [Recipient's Name],

Subject: Request for International Foreign Exchange Transfer

I hope this letter finds you well. I am writing to formally request an international foreign exchange transfer from my account to [Recipient's Account Holder's Name/Bank Name] located in [Recipient's Country].

Details of the transfer are as follows:

- Amount: [Amount in currency]
- Currency Type: [Currency type, e.g., USD, EUR]
- Recipient's Account Name: [Recipient's Account Holder's Name]
- Recipient's Account Number: [Recipient's Account Number]
- Recipient's Bank Name: [Recipient's Bank Name]
- Recipient's Bank Address: [Recipient's Bank Address]
- SWIFT/BIC Code: [SWIFT/BIC Code]
- Purpose of Transfer: [Brief description of the reason for the transfer]

Please let me know if you require any additional information or documentation to process this request. I appreciate your assistance with this matter and look forward to your confirmation of the transfer.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]