

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

Subject: Request for Foreign Exchange Transfer

Dear [Bank Manager's Name],

I am writing to request a foreign exchange transfer from my account [Your Account Number] to [Recipient's Account Details]. Below are the details of the transaction:

**\*\*Recipient Information:\*\***

- Name: [Recipient's Name]
- Bank: [Recipient's Bank Name]
- Account Number: [Recipient's Account Number]
- SWIFT/BIC Code: [Recipient's Bank SWIFT/BIC]
- IBAN (if applicable): [Recipient's IBAN]

**\*\*Transfer Details:\*\***

- Amount: [Currency and Amount]
- Transfer Purpose: [Description of Purpose]
- Exchange Rate: [If known]
- Date of Transfer: [Requested Date]

Please let me know if you require any additional information or documentation to process this transfer.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]