

**\*\*FX Transfer Letter Template\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

**\*\*Subject: Foreign Exchange Transfer Request\*\***

I hope this letter finds you well. I am writing to formally request an FX transfer for the following details:

1. **\*\*Transfer Amount\*\***: [Amount in original currency]

2. **\*\*Currency Type\*\***: [Currency to be converted]

3. **\*\*Recipient's Bank Details\*\***:

- **\*\*Bank Name\*\***: [Bank Name]

- **\*\*Account Holder Name\*\***: [Recipient's Name]

- **\*\*Account Number\*\***: [Recipient's Account Number]

- **\*\*SWIFT/BIC Code\*\***: [SWIFT/BIC Code]

- **\*\*IBAN\*\***: [IBAN Number] (if applicable)

4. **\*\*Purpose of Transfer\*\***: [Brief description of the reason for the transfer]

5. **\*\*Exchange Rate\*\***: [Agreed or requested exchange rate, if applicable]

6. **\*\*Transfer Instructions\*\***: [Any specific instructions regarding the transfer]

Please find attached any necessary documentation required to process this request. Should you need any further information or clarification, do not hesitate to contact me.

Thank you for your prompt attention to this matter. I look forward to your confirmation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title (if applicable)]

[Your Company Name (if applicable)]

**\*\*Attachments\*\***

- [List of attached documents, if any]