

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

[Recipient's Name]
[Recipient's Position]
[Bank/Institution Name]
[Bank/Institution Address]
[City, State, Zip Code]

Subject: Foreign Exchange Transfer Notification

Dear [Recipient's Name],

I am writing to notify you of a foreign exchange transfer that has been initiated from my account. Below are the details of the transaction:

- **Transfer Amount:** [Amount in Currency]
- **Currency Type:** [Currency]
- **Recipient's Name:** [Recipient's Full Name]
- **Recipient's Bank:** [Bank Name]
- **Recipient's Account Number:** [Account Number]
- **Transfer Date:** [Date of Transfer]
- **Reference Number:** [Transaction Reference]

Please ensure that the transfer is processed promptly. If you require any further information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]