

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

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

Subject: FX Transfer Instructions

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide detailed instructions for an upcoming foreign exchange (FX) transfer.

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

- **\*\*Transfer Amount:\*\*** [Insert amount and currency]
- **\*\*Recipient Name:\*\*** [Insert recipient's name]
- **\*\*Recipient Bank:\*\*** [Insert recipient's bank name]
- **\*\*Account Number/IBAN:\*\*** [Insert recipient's account number or IBAN]
- **\*\*SWIFT/BIC Code:\*\*** [Insert the recipient bank's SWIFT/BIC code]
- **\*\*Transfer Currency:\*\*** [Insert currency]

**\*\*Purpose of Transfer:\*\***

[Briefly explain the purpose of the transfer, e.g., payment for services, invoice settlement, etc.]

**\*\*Deadline for Transfer:\*\***

[Insert transfer deadline date, if applicable]

Please confirm the receipt of these instructions at your earliest convenience. Should you need any further information, do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]