

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

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

Subject: Request for Foreign Currency Transfer

Dear [Recipient's Name],

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

- Amount to be transferred: [Amount]
- Currency type: [Currency]
- Recipient's Name: [Recipient's Full Name]
- Recipient's Bank Name: [Bank Name]
- Recipient's Account Number: [Account Number]
- SWIFT/BIC Code: [Code]
- Transfer Reason: [Reason for Transfer]

I authorize the transfer and understand that any applicable fees will be deducted from my account. Please confirm once the transfer has been initiated.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]