

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

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

Dear [Recipient's Name],

Subject: Request for Multiple Currency FX Transfer

I hope this letter finds you well. I am writing to request assistance with a multiple currency foreign exchange transfer.

Details of the transfer are as follows:

- \*\*Amount in Currency 1:\*\* [Amount]
- \*\*Currency 1:\*\* [Currency Type]
- \*\*Amount in Currency 2:\*\* [Amount]
- \*\*Currency 2:\*\* [Currency Type]
- \*\*Amount in Currency 3:\*\* [Amount]
- \*\*Currency 3:\*\* [Currency Type]
- \*\*Beneficiary Name:\*\* [Beneficiary Name]
- \*\*Beneficiary Account Number:\*\* [Account Number]
- \*\*Beneficiary Bank Details:\*\* [Bank Name, SWIFT/BIC, Branch Address]

Please ensure that the exchange rates applied are competitive and that all fees related to the transfer are communicated in advance.

I appreciate your prompt attention to this matter and look forward to your confirmation of the transaction. Should you require any further information or documentation, please do not hesitate to contact me at the phone number or email listed above.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company Name, if applicable]