

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

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

Subject: Letter of Instruction for FX Transfer

Dear [Bank Manager's Name],

I am writing to provide instructions for a foreign exchange transfer from my account [Your Account Number]. Please find the details of the transfer below:

1. **\*\*Sender Information\*\***

- Name: [Your Full Name]
- Account Number: [Your Account Number]
- Currency to be transferred: [Original Currency]
- Amount: [Amount to be Transferred]

2. **\*\*Recipient Information\*\***

- Beneficiary Name: [Beneficiary's Full Name]
- Beneficiary Bank: [Beneficiary's Bank Name]
- Beneficiary Account Number: [Beneficiary's Account Number]
- SWIFT/BIC Code: [Beneficiary's Bank SWIFT/BIC Code]
- Currency to be received: [Target Currency]

3. **\*\*Exchange Rate and Fees\*\***

- Please provide me with the current exchange rate and any applicable fees for this transfer.

4. **\*\*Transfer Date\*\***

- Please execute this transfer on or after [Preferred Transfer Date].

5. **\*\*Additional Instructions\*\***

- [Any specific instructions or requests related to the transfer].

Please let me know if you require any further information to process this request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]