

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

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

Subject: Request for Foreign Exchange Transfer

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a foreign exchange transfer from my account ([Account Number]) to a beneficiary account located outside of [Country].

Details of the transaction are as follows:

- Beneficiary's Name: [Beneficiary's Name]
- Beneficiary's Bank: [Beneficiary's Bank Name]
- Beneficiary's Account Number: [Beneficiary's Account Number]
- Amount to be Transferred: [Amount in Original Currency]
- Currency: [Currency Type]
- Purpose of Transfer: [Reason for Transfer]

Please let me know if you require any additional information or documentation to process this request. I appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]