

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company Name/Bank Name]  
[Company Address]  
[City, State, Zip Code]  
Subject: FX Transfer Request  
Dear [Recipient's Name],  
I am writing to formally request a foreign exchange transfer. Below are the details of the request:  
\*\*Sender Details:\*\*  
- Name: [Your Name]  
- Account Number: [Your Account Number]  
\*\*Recipient Details:\*\*  
- Name: [Recipient's Name]  
- Account Number: [Recipient's Account Number]  
- Bank Name: [Recipient's Bank Name]  
- SWIFT/BIC Code: [SWIFT/BIC Code]  
- Country: [Recipient's Country]  
\*\*FX Transfer Details:\*\*  
- Amount: [Amount in Original Currency]  
- Currency Type: [Currency to be Exchanged]  
- Desired Conversion Currency: [Target Currency]  
- Reason for Transfer: [Brief Description]  
Please proceed with the execution of this transfer at your earliest convenience. If there are any fees or further documentation required, please let me know.  
Thank you for your assistance.  
Sincerely,  
[Your Name]