

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank/Financial Institution Name]

[Branch Address]

[City, State, Zip Code]

Subject: Urgent FX Transfer Request

Dear [Recipient's Name/Customer Service],

I hope this message finds you well. I am writing to request an urgent foreign exchange (FX) transfer. The details of the transfer are as follows:

- **\*\*Amount\*\***: [Specify the amount and currency]
- **\*\*Recipient's Name\*\***: [Recipient's Full Name]
- **\*\*Recipient's Bank\*\***: [Recipient's Bank Name]
- **\*\*Recipient's Account Number/IBAN\*\***: [Account Number/IBAN]
- **\*\*SWIFT/BIC Code\*\***: [SWIFT/BIC Code]
- **\*\*Beneficiary Address\*\***: [Address of the recipient]

I kindly ask for your prompt attention to this request as it is time-sensitive. Please let me know if you need any further information or documentation to process this transfer.

Thank you for your immediate assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number]