

[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]