

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

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

Subject: Application for Foreign Exchange Transfer

Dear [Recipient's Name],

I am writing to formally request the initiation of a foreign exchange transfer from my account [Your Account Number] held with [Company/Bank Name].

Details of the transfer are as follows:

- Amount: [Specify Amount]
- Currency: [Specify Currency]
- Beneficiary Name: [Beneficiary Name]
- Beneficiary Account Number: [Beneficiary Account Number]
- Beneficiary Bank Name: [Beneficiary Bank Name]
- Beneficiary Bank Address: [Beneficiary Bank Address]
- Purpose of Transfer: [State Purpose]

I have attached all necessary documents to facilitate this transaction, including my identification and any supporting information required. Please let me know if you need any further information or clarification. I appreciate your prompt attention to this matter and look forward to your confirmation of the transfer.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]