

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

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

Dear [Recipient's Name],

Subject: Currency Exchange Transfer Request

I hope this letter finds you well. I am writing to request a currency exchange transfer for my account.

Details of the transfer are as follows:

- Amount to be exchanged: [Amount]
- Current currency: [Currency]
- Desired currency: [Currency]
- Account Number: [Your Account Number]
- Transfer Date: [Requested Date]

Please let me know if you require any additional information or documentation to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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