

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

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

Subject: Remittance for FX Transfer

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request the processing of a foreign exchange (FX) transfer for the following remittance:

- **Amount:** [Specify Amount]
- **Currency:** [Specify Currency]
- **Recipient's Bank Name:** [Recipient's Bank Name]
- **Recipient's Bank Account Number:** [Recipient's Account Number]
- **SWIFT/BIC Code:** [SWIFT/BIC Code]
- **Transfer Purpose:** [Briefly explain the purpose]

I understand that there may be processing fees associated with this transfer. Please deduct any applicable charges from the remitted amount, or kindly let me know the exact fee structure before proceeding.

Attached to this letter are all necessary documents for your reference and required compliance.

Thank you for your assistance in facilitating this transfer. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]