

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Approval of FX Transfer Request

Dear [Recipient Name],

We are pleased to inform you that your request for the foreign exchange (FX) transfer has been approved. Below are the details of the transaction:

- \*\*Transfer Amount:\*\* [Amount]
- \*\*Currency:\*\* [Currency]
- \*\*Beneficiary Name:\*\* [Beneficiary Name]
- \*\*Beneficiary Account Number:\*\* [Account Number]
- \*\*Bank Name:\*\* [Bank Name]
- \*\*Transaction Reference Number:\*\* [Reference Number]
- \*\*Transfer Date:\*\* [Date]

Please ensure that all necessary documentation is prepared and submitted to facilitate the transfer process. If you have any questions or need further assistance, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]