

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

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request permission to access my foreign exchange account on [Platform/Service Name] using my login credentials. I understand the importance of account security and privacy, and I assure you that I will adhere to all guidelines regarding the use of this account.

Details of my account are as follows:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Reason for Access: [Brief Reason]

Please let me know if you require any further information or documentation to process my request.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title (if applicable)]