

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

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

Dear [Recipient Name],

Subject: Currency Exchange Services Proposal

We are pleased to present our currency exchange services tailored to meet your needs. Our offerings include competitive rates, fast transactions, and personalized customer service.

Details of our services:

- **Exchange Rates**: [Brief description of current rates and any advantages]
- **Transaction Speed**: [Explanation of processing times]
- **Customer Support**: [Overview of support services provided]

We invite you to schedule a meeting to discuss how we can assist with your currency exchange requirements. Thank you for considering [Your Company Name].

Best regards,

[Your Name]
[Your Position]
[Your Company Name]