

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

[Recipient Name]
[Title/Position]
[Regulatory Authority Name]
[Authority Address]
[City, State, Zip Code]

Subject: Request for Foreign Exchange Operation License

Dear [Recipient Name],

I am writing to formally request the issuance of a Foreign Exchange Operation License for [Your Company Name], which specializes in [briefly describe your business activities related to FX operations].

As part of our application, we have included the following documents:

1. [Document 1]
2. [Document 2]
3. [Document 3]
4. [Additional documents as needed]

We believe that our operations will comply with all local regulations and contribute positively to the foreign exchange market. We respectfully request your assistance in processing our application promptly.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

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