

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

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

Subject: Application for Foreign Exchange License

Dear [Recipient Name],

I am writing to formally submit our application for a Foreign Exchange (FX) license as required by [Regulatory Authority/Agency Name]. Our company, [Your Company Name], is dedicated to [brief intro about your company and its mission].

**\*\*1. Company Overview\*\***

- Name: [Your Company Name]
- Established: [Date of establishment]
- Business Model: [Brief description of your business model]
- Key Personnel: [List key management team members and qualifications]

**\*\*2. Purpose of FX License\*\***

- [Explain why you seek the FX license, including specific services you plan to offer]

**\*\*3. Compliance Measures\*\***

- [Describe compliance measures you will implement to adhere to local regulations]
- [Outline risk management strategies]

**\*\*4. Financial Projections\*\***

- [Provide an overview of financial projections for the next 3-5 years]
- [Include funding sources and financial backing]

**\*\*5. Supporting Documents\*\***

**- Attached Documents:**

- [List of all attached documents such as business plan, financial statements, compliance policies, etc.]

We appreciate your consideration of our application and look forward to your response. Should you require any additional information or further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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