

[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]