

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

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

Dear [Recipient Name],

Subject: Application for Foreign Exchange License

I am writing to formally apply for a foreign exchange license under [specific regulations or guidelines, if applicable]. As [your role/title] at [your company name], I believe that obtaining this license is crucial for our operations in the foreign exchange market.

[Briefly introduce your company and its background. Include information about its business model, experience in the financial sector, and market strategy.]

We intend to [explain the purpose of the license and potential activities related to foreign exchange]. By doing so, we aim to enhance our service offerings and meet the growing demands of our clients.

Enclosed with this letter are the necessary documents required for this application, including:

1. [List of enclosed documents, e.g., business registration, financial statements, compliance manuals, etc.]
2. [Any other relevant documents or forms]

We are committed to adhering to all regulatory requirements and maintaining the highest standards of integrity and transparency in our operations.

Thank you for considering our application. We are looking forward to your favorable response. Should you require any further information or clarification, please do not hesitate to contact me directly at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]