

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Organization Name]  
[Organization 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 on behalf of [Your Company Name]. We are committed to adhering to all regulations and guidelines set forth by [Regulatory Authority's Name].

Our company is engaged in [briefly describe your business activities], and obtaining a foreign exchange license will enable us to [explain the purpose or benefits of the license to your business]. We are fully prepared to comply with the necessary requirements and maintain the highest standards of integrity and professionalism in all our operations. Attached to this letter are the required documents, including:

1. [List of documents]
2. [List of documents]
3. [List of documents]

We hope to provide additional information if required and look forward to your affirmative response. Thank you for considering our application.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Company Name]  
[Company Registration Number]