

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

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

Dear [Recipient Name],

I am writing to formally apply for a foreign exchange (FX) licensing as required by [specific regulatory authority or requirement].

[Insert a brief introduction about your business/company and its objectives in the FX market.]

Enclosed with this letter, please find all necessary documentation including [list the documents such as identification, financial statements, business plan, etc.].

I appreciate your consideration of my application. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title] (if applicable)  
[Your Company Name] (if applicable)