

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

RBC Bank

[Branch Address]  
[City, State, ZIP Code]

Subject: Foreign Exchange Request

Dear [Recipient's Name/Foreign Exchange Department],  
I hope this letter finds you well. I am writing to formally request a foreign exchange transaction through your bank. Below are the details regarding my request:

**\*\*Account Information:\*\***

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

**\*\*Transaction Details:\*\***

- Currency to be exchanged: [Currency Name]
- Amount to be exchanged: [Amount]
- Desired currency: [Desired Currency]
- Purpose of the exchange: [Travel, business, etc.]

Please let me know if you require any additional information or documentation to process my request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]