

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Currency Exchange Request

Dear [Bank Manager's Name or "Customer Service"],
I hope this message finds you well. I am writing to request a currency exchange at your branch.

****Details of the Exchange:****

- Currency to exchange: [Insert currency you have]
- Amount: [Insert amount]
- Currency to receive: [Insert currency you want]

I would appreciate it if you could let me know the current exchange rates and any applicable fees for this transaction. Additionally, please advise on the next steps to proceed with the exchange.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]