

[Date]

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address]

**Subject: Request for Addition of Multi-Currency Feature to Account No: [Account Number]**

Dear Sir/Madam,

I am writing to you in my capacity as the authorized signatory for [Company Name]. We currently maintain the above-mentioned account with your branch.

We wish to request the activation of the multi-currency facility for this account. Specifically, we would like to add the following currencies to our existing profile:

- [Currency 1, e.g., USD]
- [Currency 2, e.g., EUR]
- [Currency 3, e.g., GBP]

This addition is required to facilitate our international business transactions and manage foreign exchange requirements more efficiently. We hereby authorize the bank to link these currencies to our existing account and apply the standard terms and conditions associated with multi-currency accounts.

Please let us know if there are any additional documents or forms required to complete this process. We thank you for your prompt assistance in this matter.

Sincerely,

[Signature]  
[Name of Authorized Signatory]  
[Designation/Title]  
[Company Seal/Stamp]