

[Date]

To,
The Branch Manager,
[Bank Name]
[Branch Address]
[City, State, Zip Code]

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

Dear Sir/Madam,

I am writing to formally request the addition of foreign exchange multi-currency capabilities to my existing account held with your branch. Currently, I hold a [Type of Account, e.g., Savings/Current] account under the name [Your Full Name/Company Name].

Due to [mention reason, e.g., international business transactions / frequent overseas travel / foreign investments], I require the ability to hold, receive, and manage funds in the following currencies:

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

I understand that the terms and conditions of my existing account may be updated to reflect these changes. Please let me know if there are any specific forms to sign or additional documentation required to process this request.

Thank you for your prompt assistance in this matter.

Sincerely,

[Signature]
[Your Printed Name]
[Phone Number]
[Email Address]