

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bank Name]

[Branch Name]

[Bank Address]

[City, State, Zip Code]

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

Dear Bank Manager,

I am writing to formally request the addition of multi-currency capabilities to my existing account held at your branch under the account number **[Your Account Number]**.

Due to [mention reason, e.g., international business transactions / frequent 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]

Please let me know if there are any specific forms to be signed or additional documentation required to complete this setup. I authorize the bank to apply any applicable service fees as per the bank's standard terms and conditions.

I look forward to your prompt assistance in this matter. Thank you for your continued service.

Sincerely,

[Your Signature (if sending by post)]

[Your Printed Name]

[Designation/Title - if applicable]