

[Date]

[Bank Name]

[Branch Address]

[City, Country]

Subject: Request to Add Multi-Currency Functionality to Account No: [Account Number]

Dear Customer Service Department,

I am writing to formally request the addition of multi-currency capabilities to my existing offshore account held with your institution, account number [Your Account Number].

I wish to enable the following currency sub-accounts under my primary account profile:

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

The purpose of adding these currencies is for [State Reason, e.g., international investments / personal savings / business transactions]. I understand that these sub-accounts will be subject to the bank's standard terms, conditions, and fee schedules for multi-currency offshore accounts.

Please let me know if there are any additional forms to sign or identification documents required to process this request. You may contact me via email at [Your Email Address] or by phone at [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Full Printed Name]

[Your Residential Address]