[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Request for Payment in Foreign Currency**

Dear [Recipient’s Name],

I am writing to request that future payments for [INVOICE NUMBER/ACCOUNT REFERENCE] be made in [*Foreign Currency, e.g., USD, EUR*] instead of [CURRENT CURRENCY, E.G., GBP, AUD]. This change will help streamline our financial operations and minimize conversion costs.

**Details of the Request**

* **Invoice Number/Account Reference**: [*DETAILS*]
* **Requested Currency**: [FOREIGN CURRENCY]
* **Exchange Rate**: [*Specify if a fixed rate applies or if payment should reflect the prevailing market rate on the date of payment*]
* **Effective Date**: [*Specify date or “Immediately”*]

We are happy to provide updated invoices or supporting documentation in the requested currency format. If you require additional details or have concerns about this request, please let us know, and we will be happy to work with you to facilitate this change.

Please direct any questions or responses to [Name, Title], at [Email Address/Phone Number].

Thank you for your understanding and cooperation. We appreciate your continued support and look forward to resolving this matter promptly.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]