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7 January 2025

To:
Standard Bank of Malawi

Subject: Request for U.S. Dollars for Travel Purposes

Dear Sir/Madam,

I am writing to formally request the issuance of U.S. dollars for my upcoming trip to Tanzania. The purpose of this travel is for a holiday, and I intend to use the funds for accommodation, food, and transportation expenses during my stay.

I kindly request you to process my application of 2500 U.S. dollars. I would appreciate it if this transaction could be expedited to enable me to finalize my travel preparations in a timely manner.

Attached to this letter, you will find the following supporting documents:

1. Copy of my passport

Please let me know if any additional information or documentation is required to process my request. I would appreciate your assistance in ensuring a smooth and swift transaction.

Thank you in advance for your cooperation and support.

Yours faithfully,

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