

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the terms of our existing foreign exchange (FX) loan agreement dated [Loan Agreement Date].

As we approach the [specific term, e.g., renewal, repayment, etc.], I would like to propose a negotiation to [specific changes or considerations, e.g., interest rate adjustment, loan term extension, etc.]. Given the current market conditions and [reasons justifying the request], I believe that our mutual cooperation could lead to a more favorable arrangement for both parties.

I would appreciate the opportunity to discuss this in more detail and explore potential options that align with our strategic objectives. I am available for a meeting at your earliest convenience and would be happy to accommodate your schedule.

Thank you for considering this request. I look forward to your response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]