

[Your Company Letterhead]
[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for FX Transfer Documentation

I hope this message finds you well.

We are in the process of facilitating a foreign exchange (FX) transfer for our business transactions and require certain documentation to ensure compliance with financial regulations.

Please provide the following documents at your earliest convenience:

1. Confirmation of the FX exchange rate.
2. Transaction reference number.
3. Relevant bank details for the transfer.
4. Any additional documentation required for FX compliance.

Your prompt assistance in this matter will be greatly appreciated, as it will help us proceed without delays.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]