

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: FX Transfer Confirmation

Dear [Recipient's Name],

We are writing to confirm the details of the foreign exchange (FX) transfer initiated on [Date of Transfer]. Below are the specifics of the transaction:

- **Transaction Reference Number:** [Reference Number]
- **Currency Pair:** [Currency Pair, e.g., USD/EUR]
- **Amount Transferred:** [Amount]
- **Exchange Rate:** [Exchange Rate]
- **Date of Transfer:** [Date]
- **Receiving Bank:** [Receiving Bank Name]
- **Recipient Account Number:** [Recipient Account Number]

Please review the details and confirm receipt of these funds at your earliest convenience. If you have any questions or require further assistance, do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]