

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

Customer Service

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Dear Customer Service,

Subject: Inquiry Regarding Foreign Exchange Transfer

I am writing to inquire about the foreign exchange transfer process at [Bank Name]. I would like to understand the following details:

1. Current exchange rates for [specific currency pair].
2. Fees associated with FX transfers.
3. Estimated time for processing the transfer.
4. Any documents or information required from my end.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]  
[Your Account Number] (if applicable)