

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

Dear [Recipient's Name],

Subject: Request for Refund of Forex Transaction

I hope this letter finds you well. I am writing to formally request a refund for my recent forex transaction conducted on [Transaction Date] through my account [Your Account Number] at [Company's Name].

Unfortunately, due to [explain the reason for the refund request, e.g., unauthorized transaction, technical error, etc.], I believe it is necessary to seek a refund of the amount involved, which is [Amount in Currency].

I kindly ask that you review my request and provide guidance on the necessary steps to initiate the refund process. I have attached all relevant documentation, including transaction details and any supporting evidence.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]