

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

Subject: Request for Refund of Forex Transaction

Dear [Bank Manager's Name or Customer Service],
I hope this letter finds you well. I am writing to formally request a refund for a forex transaction that I believe was processed incorrectly. Details of the transaction are as follows:

- Transaction Date: [Date of Transaction]
- Amount: [Amount in Currency]
- Transaction Reference Number: [Reference Number]
- Account Number: [Your Account Number]

Upon reviewing my account statement, I noticed that [explain the issue briefly, e.g., the amount deducted is incorrect, unauthorized transaction, etc.]. I have attached relevant documentation to support my claim, including [list any attachments, such as transaction receipts, account statements, etc.].

I kindly ask that you investigate this matter and process a refund at your earliest convenience. Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

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