

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

Subject: Request for Refund of Forex Transaction

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a refund for a forex transaction that took place on [Transaction Date], with reference number [Transaction Reference Number].

The details of the transaction are as follows:

- Currency Pair: [Currency Pair]
- Amount: [Transaction Amount]
- Exchange Rate: [Exchange Rate]
- Reason for Refund: [Brief Explanation of Why You Are Requesting a Refund]

According to your company's policy, I believe that my request for a refund is valid under the circumstances. I have enclosed [any supporting documents, if applicable] to assist with my claim.

I kindly request that the refund be processed at your earliest convenience. Please inform me of any additional information or steps required to resolve this matter.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]