

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

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: FX Refund Authorization

Dear [Recipient's Name],

I am writing to formally authorize the refund of the foreign exchange transaction completed on [Transaction Date] related to [Transaction Details/Reference Number].

Please process the refund of [Amount] to the following account:

[Your Bank Name]  
[Your Account Number]  
[Your Account Type]

This authorization is valid as of [Date] and remains in effect until the refund has been processed.

Thank you for your prompt attention to this matter.

Sincerely,

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