

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for FX Refund

I hope this message finds you well. I am writing to formally request a refund related to a foreign exchange transaction I conducted on [Transaction Date].

The details of the transaction are as follows:

- Transaction ID: [Transaction ID]
- Amount: [Transaction Amount]
- Currency: [Currency Used]

Due to [reason for refund request, e.g., an error in the transaction, a service issue, etc.], I believe I am eligible for a refund of the aforementioned amount.

I have attached all relevant documents, including [list any relevant documents, e.g., receipts, transaction confirmations, etc.], to support my request.

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your assistance.

Sincerely,
[Your Name]