

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

Dear [Recipient Name],

Subject: Request for Foreign Exchange Refund

I hope this letter finds you well. I am writing to formally request a refund for foreign exchange services rendered by your company on [date of transaction].

Transaction details are as follows:

- Transaction ID: [insert transaction ID]
- Amount: [insert amount]
- Currency involved: [insert currencies]
- Date of transaction: [insert date]

Unfortunately, due to [brief explanation of the reason for the refund request], I find it necessary to seek a refund for this transaction. According to your company's refund policy, I believe I am eligible for a reimbursement.

I have attached all relevant documentation, including [mention any attachments like receipts or confirmation emails], to support my request. I would appreciate your prompt attention to this matter and look forward to your reply. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Position, if applicable]