

[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: Request for Forex Refund

Dear [Recipient's Name],

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

Details of the transaction are as follows:

- Currency Pair: [Currency Pair]
- Amount: [Transaction Amount]
- Transaction Date: [Transaction Date]
- Reason for Refund: [Brief Explanation of the Reason]

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

I would appreciate your prompt attention to this matter and look forward to a resolution at your earliest convenience. Please feel free to contact me at [your phone number] or [your email] if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]