

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

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for FX Refund Confirmation

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a confirmation letter regarding the FX refund processed for my account. The details of the transaction are as follows:

- Transaction ID: [Transaction ID]
- Amount: [Amount]
- Date of Transaction: [Transaction Date]
- Reason for Refund: [Reason]

I would greatly appreciate it if you could provide a confirmation for this refund at your earliest convenience. If any additional information is required to process this request, please do not hesitate to contact me.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]