

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

Customer Service

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for FX Refund

Dear Customer Service Team,

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

The details of the transaction are as follows:

- Amount: [Amount]
- Currency: [Currency]
- Rate: [Exchange Rate]
- Transaction Method: [Online/ATM/Bank Branch, etc.]

Unfortunately, due to [brief reason for the refund request, e.g., error in transaction, cancellation, etc.], I believe a refund is warranted. I have attached all relevant documentation to support my claim, including [receipts, transaction confirmations, etc.].

I would appreciate your prompt attention to this matter and a confirmation of my refund request. Please let me know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

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