

[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 Change in Foreign Exchange Commission

I hope this letter finds you well. I am writing to formally request a review and adjustment of the foreign exchange commission applied to my account.

Over the past [duration], I have maintained a positive relationship with [Company Name] and have greatly appreciated the services provided.

However, I believe that a reassessment of the current commission rate may be warranted due to [reason for request such as increased volume of transactions, loyalty, market comparison, etc.].

I kindly ask that you consider this request and look forward to discussing potential adjustments that may enhance our ongoing partnership.

Thank you for your attention to this matter. I am eager to hear from you soon.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company Name, if applicable]
[Attachment, if any]