

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: FX Commission Adjustment Notice

Dear [Recipient Name],

We hope this message finds you well.

We are writing to inform you of an adjustment to the foreign exchange (FX) commission rates applied to your account. Due to [brief reason for adjustment, e.g., changes in market conditions, new pricing structures], we have updated our commission rates effective [effective date].

The new commission rates are as follows:

- [Currency Pair 1]: [New Rate]
- [Currency Pair 2]: [New Rate]
- [Currency Pair 3]: [New Rate]

We believe that these adjustments will [state benefit, e.g., better align with market standards, offer more competitive pricing, etc.].

If you have any questions or require further clarification, please do not hesitate to reach out to our customer service team at [contact information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]