

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: FX Commission Adjustment Request

I hope this message finds you well. I am writing to formally request a review and adjustment of the foreign exchange (FX) commission applied to my recent transactions.

Transaction Details:

- Transaction Date: [Date]
- Transaction Amount: [Amount]
- Account Number: [Account Number]

Upon reviewing my statements, I noticed discrepancies that I believe warrant a reconsideration of the commission charged. [Briefly explain the reason for your request, e.g., perceived errors, rate changes, etc.].

I kindly ask for your assistance in investigating this matter and would appreciate any adjustments deemed appropriate.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]