

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

Dear [Recipient Name],

Subject: Discussion on FX Commission

I hope this message finds you well.

I am writing to initiate a discussion regarding the foreign exchange (FX) commission structure that we have in place. As we navigate the ever-changing market conditions, I believe it's essential to review our current arrangements and explore potential adjustments that could benefit both parties.

I would like to propose a meeting at your earliest convenience to discuss the following points:

1. Current FX commission rates
2. Market trends and benchmarks
3. Potential adjustments to improve competitiveness
4. Feedback from both parties regarding the current arrangement

Please let me know your available time slots over the next week so we can schedule this important discussion.

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

Warm regards,

[Your Name]
[Your Title]
[Your Company]