

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's 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 an adjustment to the FX commission rates applicable to our recent transactions dated [specific date(s)]. Upon reviewing the commission structures, it appears that the rates applied do not align with our agreed-upon terms.

Details of the transactions are as follows:

- Transaction ID: [ID]
- Date: [Date]
- Amount: [Amount]
- Current Commission Rate: [XX%]
- Agreed Commission Rate: [YY%]

We believe that an adjustment to reflect the agreed rates would be appropriate in this instance.

Please let me know if you require any further information or documentation to facilitate this adjustment. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]