

[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: Addressing Foreign Exchange Rate Issues

I hope this message finds you well. I am writing to bring to your attention some concerns related to the current foreign exchange rates that are impacting our business operations.

[Briefly describe the specific issues being faced, such as increased costs, impacts on pricing, etc.]

To mitigate these challenges, I propose [outline any recommendations or actions you suggest, such as hedging strategies, adjustments in pricing, or exploring alternative currencies].

I believe that with collaboration between our teams, we can navigate these fluctuations effectively. Please let me know a suitable time for us to discuss this further.

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

Best regards,

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