

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to inquire about the current foreign exchange rates for [specify currencies] as we are considering potential transactions that may be affected by these rates. We would appreciate your assistance in providing us with the latest rates and any relevant details regarding market trends or forecasts.

Additionally, if you could provide information about any fees or charges associated with currency exchange, it would be greatly appreciated.

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

Best regards,

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