

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of Foreign Exchange Rates

We hereby confirm the foreign exchange rates as agreed upon for the transaction dated [transaction date]. The rates are as follows:

- Currency Pair: [Currency Pair]
- Exchange Rate: [Rate]
- Effective Date: [Effective Date]

Please acknowledge receipt of this confirmation by signing and returning a copy of this letter.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Enclosure: Signed Copy for Acknowledgment]