

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to seek clarification regarding the foreign exchange (FX) rates applicable to our recent transactions/invoices dated [insert date(s)].

[Provide specific details about the transactions and the FX rates in question, including any relevant context or concerns you may have.]

Understanding the correct FX rates is crucial for [reason why clarification is important]. I would greatly appreciate any information or documentation you could provide regarding how these rates were determined.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]