

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

[Recipient's Name]  
[Recipient's Company Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Presentation of Foreign Exchange Rates

We are pleased to provide you with the current foreign exchange (FX) rates as of [date]. Please find the detailed information below:

Currency Pair	Exchange Rate	Date
USD/EUR	[Rate]	[Date]
USD/GBP	[Rate]	[Date]
USD/JPY	[Rate]	[Date]
AUD/USD	[Rate]	[Date]
[Other Pair]	[Rate]	[Date]

Please note that these rates are subject to change based on market conditions and should be confirmed before any transactions are made. Should you have any questions or require further information, please do not hesitate to contact us.

Best regards,

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