

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

[Recipient Name]  
[Recipient Job Title]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding FX Rates

I hope this message finds you well.

I am writing to inquire about the current foreign exchange (FX) rates, as our company is considering [briefly state purpose, e.g., making a transaction, planning our budget, etc.]. Specifically, we are interested in the rates for [mention specific currencies, e.g., USD to EUR, GBP to JPY, etc.].

Could you please provide us with the latest information on these rates, along with any relevant details regarding potential fluctuations or market trends that could impact our decisions?

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

Sincerely,

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