

Subject: FX Rates Adjustment Notification

Dear [Team/Department Name],

I hope this message finds you well.

We would like to inform you that there will be an adjustment to the foreign exchange (FX) rates effective [Effective Date]. This adjustment is necessary to ensure that our rates remain competitive and reflect current market conditions.

The updated rates are as follows:

- USD to EUR: [New Rate]
- USD to GBP: [New Rate]
- USD to JPY: [New Rate]

Please make sure to update your records accordingly and reach out to [Contact Person/Department] if you have any questions or require further clarification.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]