

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Negotiation of Foreign Exchange Rates

I hope this letter finds you well.

As we continue to strengthen our business relationship, I would like to address our current foreign exchange rates. Given the recent market fluctuations and trends, I believe there is an opportunity for us to negotiate more favorable terms that could benefit both parties.

[Briefly outline your reasons for the negotiation, such as changes in market conditions, the nature of your transactions, or the impact on your business.]

I propose that we schedule a meeting or call to discuss this matter further. I am confident that by collaboratively exploring our options, we can arrive at a mutually beneficial agreement.

Thank you for considering this request. I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]