

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current foreign exchange rates for [specific currency pairs, e.g., USD/EUR, GBP/JPY, etc.].

Could you please provide the latest rates, as well as any relevant information about fees or changes that may apply? This information is critical for [explain the purpose, e.g., an upcoming transaction, budgeting, etc.].

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]
[Your Job Title, if applicable]
[Your Company Name, if applicable]