

[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],

I hope this message finds you well. I am writing to request an update on the current foreign exchange rates for our ongoing transactions. As we are in the process of [briefly describe the context or project], having the latest rates will enable us to make informed decisions.

Could you please provide the most recent FX rates at your earliest convenience? This information will be invaluable for our financial planning and budgeting.

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

Sincerely,

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