

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

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

Dear [Recipient's Name],

[Opening Paragraph: State the purpose of your letter and any necessary context.]

[Body Paragraph(s): Provide detailed information, being clear and concise. Include any relevant data, requests, or updates related to the FX business.]

[Closing Paragraph: Summarize the main points, express appreciation, and mention any next steps or follow-up actions.]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company Name]