

Dear [Client's Name],

We hope this message finds you well. We are writing to clarify the multi-currency charges that may apply to your transactions with us.

What are Multi-Currency Charges?

Multi-currency charges are fees that may be incurred when you conduct transactions in a currency different from your primary currency. These charges can include conversion fees and international transaction fees.

Why Do These Charges Occur?

When you make a purchase or receive payments in a foreign currency, our financial institutions may apply a conversion rate, and additional fees may be added to cover the costs associated with processing these transactions.

Breakdown of Charges

- Currency Conversion Fee: [Specify Fee Percentage]
- Transaction Processing Fee: [Specify Fee Amount]

How to Minimize These Charges

To minimize potential charges, consider the following options:

- Conduct transactions in your primary currency.
- Use a local bank that offers favorable conversion rates.

If you have any questions or need further clarification, please do not hesitate to reach out to our customer service team.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]