

[Date]

[Recipient Name]
[Recipient Title]
[Institution Name]
[Address Line 1]
[City, State, Zip Code]

RE: Notice of Multi-Currency Exchange Wire Transfer Protocol Adjustment

Dear [Recipient Name],

This letter serves as formal notification regarding adjustments to our wire transfer protocols for multi-currency exchanges, effective [Effective Date]. These changes are designed to streamline cross-border settlements and ensure compliance with updated international banking regulations.

Summary of Adjustments:

- **Currency Conversion Timing:** All incoming foreign currency transfers will now be converted at the prevailing market rate at the time of [Processing/Settlement].
- **Intermediary Bank Routing:** New routing instructions have been established for the following currencies: [List Currencies]. Please refer to the attached schedule for updated SWIFT/BIC codes.
- **Required Documentation:** To prevent processing delays, all wire instructions must now include a Purpose of Payment code and the full physical address of the beneficiary.
- **Fee Schedule:** Adjustments have been made to the exchange margin and processing fees. The revised fee for [Currency Type] is now [Percentage/Amount].

Please update your financial records and treasury systems immediately to reflect these changes. Any transfers initiated after [Cut-off Date] using obsolete protocols may be rejected or subject to additional manual processing fees.

If you have questions regarding these protocol adjustments or require the full technical specification for your integration, please contact our Global Payments Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Organization]

Enclosure: Updated Multi-Currency Routing Schedule