

Beneficiary Account Statement Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a statement of the beneficiary account associated with [Insert Account Number or Reference]. This information is essential for my records and to ensure that all details are current and accurate.

Could you please provide the latest statement covering the period from [Insert Start Date] to [Insert End Date]? If there are any forms or identification needed to process this request, kindly let me know, and I will ensure they are submitted promptly.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]