

Beneficiary Statement of Account Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a statement of account for the beneficiary account held in my name. The details of the account are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Date of Birth: [Your Date of Birth]

For my records and to ensure proper management of my financial affairs, I kindly ask for a detailed account statement including all transactions, balances, and any relevant information for the period of [Start Date] to [End Date].

Please let me know if you require any further information or documentation to process my request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]