Account Statement Verification

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Verification of Account Statement

I hope this message finds you well. I am writing to request the verification of my account statement for the account number [Account Number] for the period [Start Date] to [End Date]. I would like to confirm the accuracy of the transactions listed and ensure that all entries align with my records.

Attached to this letter is a copy of my records for your reference. I would appreciate it if you could review the statement and provide confirmation or address any discrepancies as soon as possible.

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 Number]

[Your Email Address]