

# Request for Credit Card Statement Summary

Date: [Insert Date]

To: [Bank or Credit Card Company Name]

Address: [Bank or Credit Card Company Address]

Subject: Request for Credit Card Statement Summary for Account Review

Dear [Customer Service/Account Manager Name],

I am writing to request a summary of my credit card statements for account review purposes. My account details are as follows:

**Account Holder Name:** [Your Name]

**Account Number:** [Your Account Number]

**Duration for Review:** [Start Date] to [End Date]

For my records and financial planning, I would appreciate it if you could provide a detailed summary of the transactions, including but not limited to purchases, payments, and adjustments during this period.

Please let me know if you require any further information to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]