

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request details regarding my currency trading account with [Company Name].

Account Number: [Insert Account Number]

Could you please provide the following information:

- Current account balance
- Recent transactions
- Margin requirements
- Any pending orders

If you require any further information to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your assistance.

Sincerely,

[Your Name]