

Account Activity Report Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request a detailed account activity report for my account ([Your Account Number or ID]) for the period of [Insert Date Range]. This information is needed for my records and review of my account activity.

Please include any pertinent details such as transactions, fees, and account balances during this period. If there are any associated costs with this request, please inform me beforehand.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]