

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Company Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an account analysis for my account ([Your Account Number]). As a valued customer, I wish to understand my account's performance, transaction history, and any associated fees.

Specifically, I am interested in the following details:

- Monthly transaction summaries for the past year
- Any fees incurred and their explanations
- Current balance and interest rates applicable

Please let me know if you require any additional information to fulfill this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]