

Account Scrutiny Request

Date: [Insert Date]

To,

[Account Manager's Name]

[Bank/Company Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Account Manager's Name],

I hope this letter finds you well. I am writing to formally request a detailed scrutiny of my account [Account Number] for the period of [start date] to [end date]. This request is made in light of [reason for the scrutiny request, e.g., discrepancies, unusual transactions, etc.].

Kindly provide a complete statement as well as any pertinent information regarding the transactions made during this specified period. I would greatly appreciate your prompt attention to this matter as it is important for my records.

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

Sincerely,

[Your Name]

[Your Address Line 1]

[Your Address Line 2]

[City, State, Zip Code]

[Your Contact Number]

[Your Email Address]