

Account Activity Request

Date: [Insert Date]

To: [Bank Name]

Address: [Bank Address]

Subject: Request for Account Activity Statement

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request a detailed activity statement for my account with [Account Number]. I would like to review the transactions made within the period of [Start Date] to [End Date].

For your reference, my account information is as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Account Type: [Checking/Savings/etc.]

Please send the requested statement to my email address: [Your Email Address] or to my mailing address: [Your Mailing Address]. If you require any further information to process this request, please feel free to contact me at [Your Phone Number].

Thank you for your attention to this matter. I look forward to receiving the account statement at your earliest convenience.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]