

Request for Personal Accounting Records Retrieval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the retrieval of my personal accounting records for the period of [specify time frame]. I require these records for my personal financial management and tax preparation.

Please provide me with copies of the following documents:

- Bank statements
- Tax returns
- Investment account summaries
- Any other relevant financial documents

I understand that there may be fees associated with this request and am willing to cover those costs. If you need any further information from my side to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]