

# Account Statement Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the account statements for [specific account or time period] related to [details about the account, if necessary]. Our records show discrepancies that need clarification for accurate financial reporting.

Could you please provide us with the detailed account statement at your earliest convenience? If possible, I would appreciate it if you could send the information through email or physical mail.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]