

Annual Account Summary Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 request a copy of my annual account summary for the year [Insert Year]. This information is important for my personal records and future planning.

Please send the summary to my address listed above or via email at [Your Email]. If you have any questions, feel free to reach out to me at [Your Phone Number].

Thank you for your assistance!

Sincerely,

[Your Name]