

Yearly Transaction Summary Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a summary of my transactions for the year [Insert Year]. I would greatly appreciate if you could provide me with a detailed report of all transactions conducted during this period.

This summary is important for my record-keeping and financial planning. Please include all relevant details such as transaction dates, amounts, and descriptions.

If you require any additional information to process my request, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your assistance.

Sincerely,

[Your Name]