

Request for Creditor Account Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name or "Customer Service"],

I hope this message finds you well. I am writing to formally request a copy of my account statement for my account with the number [Insert Account Number]. I would like to review the transactions and balances for the period of [specify the period you need].

Please send the requested information to my address mentioned above or to my email at [Your Email]. If you require any further information to process my request, please do not hesitate to contact me.

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

Sincerely,

[Your Name]