

# Shareholder Account Statement Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an account statement for my shareholder account with [Company Name]. Below are the details of my account:

Account Name: [Your Name or Company Name]

Shareholder ID: [Your Shareholder ID or Account Number] Date Range for Statement: [Start Date] to [End Date]

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]