

Shareholder Account Statement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a copy of my shareholder account statement for my records. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Period of Statement Requested: [Specify Period]

Please send the statement to my address mentioned above or via email at [Your Email Address]. If you require any additional information to process this request, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]