

Account Statement Clarification Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Date]

[Bank/Financial Institution Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding my recent account statement for the account number [Your Account Number], dated [Statement Date].

Upon reviewing the statement, I noticed [briefly explain the discrepancy or issue, e.g., unexpected charges, missing deposits, etc.]. I would appreciate your assistance in providing further details on this matter.

If necessary, I can provide additional information to facilitate the review process. Please let me know how I may assist in resolving this issue promptly.

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

Sincerely,

[Your Name]