

Annual Account Statement Inquiry

Name: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Current Date]

To:

[Bank/Organization Name]

[Bank/Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a copy of my annual account statement for the year [Year]. My account number is [Your Account Number].

As I am currently reviewing my financial records, having this statement would greatly assist me in ensuring my accounts are up to date.

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

Sincerely,

[Your Name]