

# Business Account Statement Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[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 a detailed statement for our business account ([Your Account Number]) for the period of [Start Date] to [End Date]. We require this information to reconcile our records and ensure all transactions are accounted for.

Could you please send the requested statement at your earliest convenience? If there are any forms or procedures we need to follow, kindly let us know.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]