

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a statement of my account for the period of [start date] to [end date]. My account details are as follows:

Account Name: [Your Account Name]  
Account Number: [Your Account Number]

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

Sincerely,  
[Your Name]