

Monthly Account Statement Retrieval

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. This letter is to inform you that your monthly account statement for [Account Type/Number] is now available for retrieval.

Please visit our website at [Website URL] and log in to your account using your credentials. Navigate to the "Statements" section to download your statement for the month of [Month, Year].

If you have any questions or require assistance, please do not hesitate to contact our customer service team at [Phone Number] or [Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]