

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a detailed account statement for my account ([Your Account Number]) for the period of [Start Date] to [End Date].

The statement is required for [briefly state the reason, e.g., personal records, tax purposes, etc.]. I would appreciate it if you could include all transactions, fees, and balances during the specified period.

If there are any forms or identification required to process this request, please let me know, and I will ensure that I provide them promptly.

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

Sincerely,

[Your Name]