

Request for Credit Card Statements via Email

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

To,

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Bank Representative's Name],

I hope this message finds you well. I am writing to request that my credit card statements be sent to me via email instead of through traditional mail. My credit card account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Having my statements sent via email would not only expedite the process but also serve as a more environmentally friendly option.

Please let me know if you require any further information to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]