

Formal Request for Combined Billing Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To:

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a combined billing statement for my accounts held with [Company's Name]. My account numbers are [Account Number 1] and [Account Number 2].

Having a combined statement would greatly assist me in managing my finances and ensuring timely payments. I would appreciate it if you could send this information to my email or address listed above at your earliest convenience.

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

Sincerely,

[Your Name]