

Statement of Account Inquiry Letter

Date:

To,

Subject: Statement of Account Inquiry

Dear ,

I am writing to request a detailed statement of account for our records. Kindly provide the latest summary showing all transactions and the outstanding balance under our account with your company.

Account Name:

Account Number:

We would appreciate it if you could send the statement at your earliest convenience. Should you need any further information, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Contact: