

[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Bank or Institution Name]  
[Department Name, if applicable]  
[Institution Address]  
[City, State, Zip Code]

**Subject: Request for Official Account Activity Statement**

To Whom It May Concern,

I am writing to formally request a detailed record of account activity for the following account:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Account Type:** [e.g., Checking, Savings, Credit Card]

Please provide a statement covering the period from **[Start Date]** to **[End Date]**. I require this document for [mention purpose, e.g., personal record-keeping, a loan application, or tax purposes].

Specifically, I request that the report includes:

- All deposits and credits
- All withdrawals and debits
- Transaction dates and descriptions
- Starting and ending balances for the period

If there are any fees associated with processing this request, please notify me before proceeding. You may send the documents to my address listed above or via email at [Your Email Address].

Thank you for your prompt attention to this matter. Please contact me at [Your Phone Number] if you require further information.

Sincerely,

[Your Signature]

[Your Printed Name]