

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: FHSA Record-Keeping Letter

Dear [Recipient Name],

I hope this letter finds you well. This correspondence serves to document the record-keeping requirements associated with my First Home Savings Account (FHSA) as stipulated by [relevant regulations or guidelines].

1. ****Account Holder Information****:

- Name: [Your Full Name]
- Account Number: [Your FHSA Account Number]
- Financial Institution: [Name of the Financial Institution]

2. ****Record-Keeping Requirements****:

- [Specify any required records: transactions, statements, contributions, etc.]
- [Detail the duration for which records must be maintained]

3. ****Purpose of Records****:

- [Explain the purpose of maintaining these records, e.g., tax purposes, future withdrawals, etc.]

4. ****Contact Information****:

- Should you have any questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]