

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

Customer Service

FNB

[Bank Address]
[City, State, Zip Code]

Subject: Request for Credit Card Statement

Dear Customer Service,

I hope this message finds you well. I am writing to request a copy of my credit card statement for the account associated with the following details:

****Account Holder Name:**** [Your Name]

****Account Number:**** [Your Credit Card Number]

****Statement Period:**** [Specify the period, e.g., "January 1, 2023 - March 31, 2023"]

I would appreciate it if you could send the requested statement to my email address or physical address provided above. Should you require any further information to process this request, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]