

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

Customer Service

FNB Bank

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

Subject: Statement Request

Dear Customer Service,

I hope this message finds you well. I am writing to request a statement for my account with FNB Bank, account number [Your Account Number].

I kindly ask for a statement covering the period from [Start Date] to [End Date]. Please send the statement to my email address listed above or to my mailing address if necessary.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]