

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]
Subject: Statement Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed statement regarding [mention the specific account or issue]. Please find attached the gzipped file with our previous correspondence for your reference.

I would appreciate it if you could provide the following information in your statement:

1. [Specify the first item you need]
2. [Specify the second item you need]
3. [Specify any additional items you require]

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]
[Your Job Title, if applicable]
[Your Company, if applicable]