

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

TTCU Federal Credit Union

[Credit Union Address]

[City, State, Zip Code]

Subject: Request for Account Statement

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a statement for my account with TTCU Federal Credit Union.

**\*\*Account Information:\*\***

- Account Holder Name: [Your Full Name]

- Account Number: [Your Account Number]

- Statement Period: [Specify the time frame, e.g., January 1, 2023 - December 31, 2023]

Please send the requested statement to my mailing address or email, whichever is more convenient. If there are any fees associated with this request, kindly inform me beforehand.

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

Sincerely,

[Your Name]