

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

Customer Service

VyStar Credit Union

[Credit Union Address]  
[City, State, ZIP Code]

Subject: Request for Statement of Account

Dear VyStar Customer Service,

I hope this letter finds you well. I am writing to request a statement of my account for the period [start date] to [end date]. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

I would appreciate it if you could send me the statement at your earliest convenience. If there are any fees associated with this request, please let me know.

Thank you for your assistance.

Sincerely,  
[Your Name]