

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Xway Statement Request

I am writing to formally request a statement concerning my Xway account. My account number is [Account Number], and I would like to receive a detailed summary of my transactions for the period of [Start Date] to [End Date].

Please include information regarding [specific information you require, e.g., charges, payments, account balance, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Should you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]