Dear Jonathan,

My name is Jim Blessed, and my account number is 1234567. This email is written to request my bank statement from the 17th of October 2020 to the 17th of October 2021. I want a soft copy sent to this email and a hard copy mailed to 17th Thompson Street.

Kindly deduct all the service charges from my account.

For further inquiries, please send an email to this email address or call 1234567.

Sincerely,

Jim Blessed