*[Date]*

via Certified Mail, Return Receipt Requested

**Registered Agent for *[name of bank]***

*[Street]*

*[Suite #]*

*[City, State zip]*

Re: Cause No. xxxx

 *[case name]*

 *[court]*

Dear Sir or Madame:

Enclosed please find a Record Request of Customer Records pursuant to §59.006 of the Texas Finance Code. Please contact my office regarding any costs associated with the production of the requested records.

Sincerely,

*[attorney name]*

Attorney at Law

**NO. xxxx**

|  |  |  |
| --- | --- | --- |
| ***[Case Name]*** | **§** | ***[Court Name]*** |
|  | **§** |  |
|  | **§** |  |
|  | **§** |  |
|  | **§** |  |
|  | **§** |  |
|  |  |

**TEXAS FINANCE CODE §59.006**

**RECORDS REQUEST**

**TO: Registered Agent for *[name of bank]***

 *[Street]*

 *[Suite #]*

*[City, State zip]*

 BY THIS RECORDS REQUEST OF A PARTY, the Custodian of the Records of *[name of bank]*, Corporation is commanded to produce and permit inspection and copying of designated documents or tangible things as requested in the attached Exhibit A in the Custodian of the Records for *[name of bank]*’s possession, custody or control as follows:

 PRODUCE DOCUMENTS AT

 ADDRESS: *[office address]*

 TIME: 9:00 A.M.

 DATE: *[date]*

This records request is issued at the instance of ***[name of client]***, party in the above titled action, by and through party’s attorney of record, *[name]* State Bar Number *[#]* and whose address and telephone number are *[ . . . ]*.

Issued on .

***[Law Office]***

*[address]*
Phone:

Fax:

By:

***[name of attorney]***

State Bar No. *[#]*

**Exhibit A**

**Definitions**

 The term “account” as used in this exhibit is to include but is not limited to any personal or business account in the name of:

 ***[Client Name]***,

 **Social Security Number: xxx-xx-xxxx**

whether the account is in the name of ***[client name]*** solely, or in the name of ***[client name]*** with any other person as a signatory, a beneficiary, or in any other capacity.

 Please include all monthly statements on each account from *[date]* through the current date for the following accounts of ***[client name]*, a party to the above entitled suit, including but not limited to**:

* xxxx xxxx xxxx
* xxxx xxxx xxxx
* xxxx xxxx xxxx