

Bank Statement Request Letter Sample for Embassy Submission

This sample letter is designed to formally request a **bank statement for embassy submission**, providing essential financial documentation required for visa applications or other official purposes. The letter typically includes the account holder's information, specific date ranges for the statement, and a polite request for the bank to issue an official statement that verifies the account balance and transaction history. This document is crucial in demonstrating financial stability and meeting embassy requirements effectively.

Sample Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
The Branch Manager
[Bank Name]
[Branch Address]
[City, State, ZIP Code]
Subject: Request for Bank Statement for Embassy Submission
Dear Sir/Madam,
I am writing to request an official bank statement for my account maintained at your branch. Below are my account details:
Account Holder Name: [Your Name]
Account Number: [Your Account Number]
I kindly request that you provide my bank statement covering the period from [Start Date] to [End Date]. This statement is required for submission to the [Embassy Name] as part of my visa application. Please ensure that the statement includes my account balance and a complete transaction history for the requested period and is duly stamped and signed by an authorized bank representative. I would appreciate it if the requested document could be made available at the earliest convenience. Please let me know if any additional information or charges are required.
Thank you for your immediate attention to this request.
Sincerely,
[Your Signature (if submitting a hard copy)]
[Your Printed Name]