

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

[Bank Name]  
[Branch Name, if applicable]  
[Bank Address]  
[City, State ZIP Code]

Subject: Request for Bank Statement for Tax Filing Purposes

Dear Sir/Madam,

I am writing to formally request a detailed bank statement for my account maintained with your bank, needed for tax filing and documentation purposes. Please find below my account details:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Account Type: [Checking/Savings/Other]

Kindly provide the bank statement for the following period:

- Statement Period: [Start Date] to [End Date]

This statement is required to accurately report my/our financial transactions and balances to the tax authorities for the [relevant tax year] tax filing. Please ensure the statement contains all transactions, including deposits, withdrawals, and closing balances for the specified period.

If there are any charges associated with processing this request, kindly let me know in advance.

I would appreciate it if you could process this request at your earliest convenience. The statement may be mailed to my address above or sent to my registered email, as per your policy.

Should you require any further information or documentation to process this request, please do not hesitate to contact me at [phone number] or [email address].

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]