

Sample Letter for Bank Statement Request

This sample letter for **bank statement request** is designed to help account holders formally request their bank statements for the purpose of account reconciliation. The letter clearly states the account details, the specific statement period required, and politely asks the bank to provide the necessary documents. Using this letter ensures a professional and efficient approach to obtaining accurate financial records, which are essential for verifying transactions, balancing accounts, and maintaining proper financial management.

Letter Template

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

To,
The Branch Manager
[Bank Name]
[Branch Address]
[City, State ZIP Code]

Subject: Request for Bank Statement for Account Reconciliation

Dear Sir/Madam,

I am writing to request a copy of my bank statement for account reconciliation purposes. Please find the details of my account below:

- **Account Name:** [Your Account Name]
- **Account Number:** [Your Account Number]
- **Statement Period:** [Start Date] to [End Date]

I kindly request you to provide the bank statement for the specified period at your earliest convenience. Please let me know if any charges are applicable or if you require further information to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]