

# Official Bank Statement Request Letter for Tax Filing

Date: [Insert Date]

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

Subject: Request for Official Bank Statement for Tax Filing

Dear Sir/Madam,

I, **[Your Full Name]**, holding account number **[XXXX-XXXX-XXXX]** at your esteemed branch, am writing to formally request an official bank statement covering the period from **[Start Date]** to **[End Date]**. The purpose of this request is to facilitate the preparation and filing of my tax returns for the current assessment year, as required by the relevant authorities.

Kindly provide a comprehensive and duly attested bank statement for the above-mentioned period, detailing all transactions carried out during this time. The statement will be used solely for tax filing and audit purposes, and I assure you that all information provided will be treated as confidential.

Please let me know if any further documentation or processing fee is required to process my request. I would appreciate it if the statement can be made available at the earliest, either in person at the branch or sent to my registered address / email (**[Your Email Address]**).

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Your Contact Number]  
[Your Address]  
[Your Email Address]