

[Your Company Letterhead]

[Date]

[Bank Name]

[Branch Name or Address]

[City, State, ZIP Code]

Subject: Request for Multi-Year Account Statement

Dear Sir/Madam,

I am writing on behalf of **[Your Company Name]** to formally request account statements for our business account held with your esteemed bank. The purpose of this request is to facilitate our financial audit and tax preparation for the past several years.

Please provide account statements for the following account:

- **Account Name:** [Your Company Name]
- **Account Number:** [XXXXXXXXXXXXXX]
- **Statement Period:** [Start Year] to [End Year] (e.g., 2020 to 2023)

If possible, we kindly request that the statements be provided in both electronic (PDF) and hard copy formats. If there are any charges associated with this request or if additional information is required to process our request, please let us know.

We value the support and services provided by your bank and greatly appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]

[Email Address]

[Phone Number]