

Formal Letter Format for Requesting Bank Statement

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

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

Subject: Request for Bank Statement

Dear Sir/Madam,

I am writing to kindly request a bank statement for my account held at your branch. Please find the details below:

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

I would appreciate it if you could provide the bank statement at your earliest convenience. If any charges are applicable, kindly debit the amount from my above-mentioned account.

Thank you for your prompt assistance.

Yours faithfully,
[Your Signature (if submitting a hard copy)]
[Your Full Name]