

Formal Request Letter to Bank for Annual Account Statement

Subject: Request for Annual Account Statement

Date: [Insert Date]

To,

The Branch Manager

[Bank Name]

[Branch Address]

[City, State, ZIP Code]

Respected Sir/Madam,

I am writing to formally request the annual account statement for my bank account maintained at your branch. Kindly provide the detailed statement for the following account for the period of [Year, e.g., 1st January 2023 to 31st December 2023].

Account Holder Name: [Your Full Name]

Account Number: [Your Account Number]

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

The requested statement will be used for *[insert purpose, e.g., income tax filing/financial review/record-keeping]*. Kindly process my request and provide the annual account statement at your earliest convenience, either by mail to my registered address or by email to [Your Email Address], as per your bank policy.

Please let me know if you require any additional information or documentation to process my request.

Thank you for your prompt attention to this matter.

Yours faithfully,

[Your Name]

[Registered Address]

[Contact Number]

[Your Email Address]

Note: Replace all placeholders in [brackets] with your specific information before submitting.