

Formal Letter Example: Urgent Bank Statement Request

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

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

Subject: Urgent Request for Bank Statement

Dear Sir/Madam,

I am writing to formally request an urgent issuance of my bank statement for the following account:

- **Account Name:** [Your Account Name]
- **Account Number:** [Your Account Number]
- **Statement Period Required:** [From Date] to [To Date]

This request is highly urgent as I require the bank statement for [state reason, e.g., visa processing, loan application, urgent verification, etc.]. I kindly ask you to expedite the processing of this request and provide the statement at the earliest possible convenience. If possible, please send the statement to my registered email address or provide information about collecting the document from your branch.

I appreciate your prompt attention to this matter. Should you need any further information or documentation, please contact me directly at the details provided above.

Thank you for your cooperation.

Yours faithfully,
[Your Signature (if submitting physically)]
[Your Printed Name]