

Sample Letter to Bank Requesting Statement for Business Account

[Your Company Letterhead]

Date: [Insert Date]

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

Subject: Request for Account Statement â€“ [Business Account Number]

Dear Sir/Madam,

I am writing on behalf of [Your Business Name], holding a business current account with your branch. The account details are as follows:

- **Account Name:** [Business Name]
- **Account Number:** [Business Account Number]
- **Branch:** [Branch Name/Code]

We kindly request you to provide the statement of our business account for the period from [Start Date] to [End Date]. Please include all transactions, debits, credits, and any relevant summary details for the specified duration.

The statement is required for our internal accounting and compliance purposes. Kindly send the statement to our registered business address or, if possible, to our registered email [Your Business Email Address].

We would appreciate your prompt assistance in this matter. Should you require any further information or documentation to process our request, please let us know.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Designation/Position]
[Business Name]
[Contact Number]
[Email Address]