

## Formal Request Letter Template for Monthly Bank Statement

Below is a template you can use to formally request a monthly bank statement from your bank.

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
The Branch Manager  
[Bank Name]  
[Branch Address]  
[City, State, ZIP Code]  
Subject: Request for Monthly Bank Statement  
Dear Sir/Madam,  
I am writing to formally request the monthly bank statement for my account held at your branch. The details of my account are as follows:  
Account Holder Name: [Your Name]  
Account Number: [Your Account Number]  
Account Type: [Savings/Current/Other]  
Statement Period: [Month/Year or specific period required]  
Kindly send the requested bank statement to my mailing address mentioned above, or via email at [Your Email Address]. Please let me know if any further information or documentation is required.  
I appreciate your prompt attention to this matter and look forward to your response.  
Thank you.  
Yours faithfully,  
[Your Signature (if submitting hard copy)]  
[Your Printed Name]

### Tips:

- Always include your up-to-date contact information.
- State the specific period for which you need the statement.
- Maintain a polite and formal tone throughout the letter.