

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.