

# Sample Formal Letter to Bank Manager for Statement Request

**Your Name**

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date: [Insert Date]

The Branch Manager

[Bank Name]

[Branch Address]

City, State, ZIP Code

Subject: Request for Bank Statement for Account No. [Your Account Number]

Dear Sir/Madam,

I am writing to formally request a bank statement for my account held at your branch. Kindly provide the statement for the period from **[Start Date]** to **[End Date]**. Below are my account details for your reference:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]

I require the statement for *[mention purpose, if any, e.g., personal record, visa application, etc.]*. Kindly process my request at the earliest possible convenience. If there are any charges applicable, please let me know.

Thank you for your prompt attention to this matter.

Yours faithfully,

[Your Name]

[Signature, if submitting a hard copy]