

# Formal Bank Statement Request Letter Template for University Admission

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

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

## Subject: Request for Issuance of Formal Bank Statement for University Admission

Dear [Bank Manager's Name],

I am writing to formally request the issuance of an official bank statement for my account maintained at your esteemed branch. I require this document for the purpose of university admission, as part of the financial documentation requirements set by [University Name].

Please find the relevant account details below:

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

I kindly request that the bank statement include details of all transactions for the past [specify duration, e.g., 6 months] and display my current account balance. I would appreciate it if the document could be addressed to [Your Name] and bear the official bank seal or signature, as required by the university's guidelines.

Please let me know if any further documentation or verification is needed from my side to process this request. I would be grateful for your assistance and would appreciate it if the statement could be issued at the earliest possible convenience.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]