

Formal Application Letter to Request Printed Bank Statement

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

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

Subject: Application for Printed Bank Statement

Dear Sir/Madam,

I am writing to formally request a printed bank statement for my account maintained at your branch. Kindly find my account details below:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Period Required:** [Start Date] to [End Date]

I require the printed statement for [state the reason, e.g., official record-keeping, audit purpose, loan application, etc.]. I would appreciate it if you could process my request and provide the printed statement at your earliest convenience.

If there are any charges applicable for this service, kindly debit the same from my account.

Thank you for your attention to this matter. Please let me know if any further information or documentation is required.

Yours faithfully,
[Your Name]