

# Bank Statement Request Letter Template (with Account Number)

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

## The Branch Manager

[Bank Name]  
[Branch Name or Address]  
[City, State, ZIP Code]

Subject: Request for Bank Statement for Account Number [Your Account Number]

Dear Sir/Madam,

I am writing to kindly request a copy of my bank statement for my account held at your branch. Below are the relevant details:

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

I would greatly appreciate it if you could provide the bank statement for the above-mentioned period at your earliest convenience. The statement may be sent to my registered email address or mailed to my address as per your policy.

Thank you for your attention to this matter. Please let me know if any further information is required from my end.

Yours faithfully,  
[Your Signature (if sending a hard copy)]  
[Your Name]