

[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: Request for Bank Statement for Loan Approval

Respected Sir/Madam,

I am writing to formally request a bank statement for my account **[Account Number]** maintained at your branch. I require the bank statement for the period from **[Start Date]** to **[End Date]** to complete the documentation process for my ongoing loan application.

The submission of this bank statement is a critical requirement by the lending institution to verify my financial transactions and account status. I kindly request you to provide the duly signed and sealed bank statement at the earliest convenience to help expedite my loan approval process.

I assure you that I shall comply with all necessary formalities and pay any applicable charges for the issuance of the statement. Please let me know if any further information or documentation is needed from my end.

I would appreciate your cooperation in this matter. Thank you in advance for your prompt response.

Yours sincerely,  
[Your Name]  
[Signature if submitting a hard copy]