

## Sample Formal Letter for Bank Statement Request (Visa Application)

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

The Branch Manager  
[Bank Name]  
[Bank Branch Address]  
[City, Postal Code]

Subject: Request for Issuance of Bank Statement for Visa Application

Dear Sir/Madam,

I, **[Your Full Name]**, holding a bank account with your branch under account number **[Your Account Number]**, would like to formally request an official bank statement for the period from **[Start Date]** to **[End Date]**.

The purpose of this request is to provide financial documentation required for my **visa application**. Kindly issue the bank statement, duly signed and stamped, as per the requirements set forth by the embassy/consulate.

I would appreciate it if the bank statement could be made available at the earliest, either by email to **[Your Email Address]** or for collection at the branch, as per your convenience.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Signature, if submitting a hard copy]