

Sample Request Letter for Bank Statement with Account Details

A **sample request letter for bank statement with account details** serves as a formal written communication used by account holders to request their bank statements from their financial institution. This letter typically includes essential information such as the account holder's name, account number, and the specific period for which the bank statement is required. It ensures clear and professional communication with the bank, facilitating accurate and timely processing of the request. Such letters are commonly used for personal record-keeping, loan applications, tax filing, or financial audits, helping customers obtain official documentation of their account transactions.

Sample Request Letter

To
The Branch Manager
[Bank Name]
[Branch Address]
[City, State, ZIP Code]
Date: [DD/MM/YYYY]
Subject: Request for Bank Statement with Account Details
Dear Sir/Madam,
I am [Your Name], holding a savings/current account with your bank, and my account number is [Your Account Number]. I am writing to kindly request a bank statement for my account.
The statement is required for [mention the purpose, e.g., income tax filing/loan application/personal records]. I would be grateful if you could provide the certified bank statement.
Please let me know if you require any further information.
Thank you for your assistance.
Yours faithfully,
[Your Name]
[Contact Number]
[Email Address (optional)]