

# Bank Certificate Letter

Subject: Request for Bank Certificate

Dear [Bank Name] Customer Service,

I hope this letter finds you well. I am writing to request a Bank Certificate for my personal use. I am an account holder at [Bank Name], and I require this certificate for a specific purpose.

Please include the following details in the Bank Certificate:

1. Account Holder's Full Name: [Your Full Name]
2. Account Number: [Your Account Number]
3. Account Type: [e.g., Savings/Checking]
4. Account Balance: [Current balance in your account]

I kindly request you to provide the Bank Certificate in either physical or electronic format, whichever is convenient for you. If possible, please provide it on the official letterhead of [Bank Name].

Additionally, I would appreciate it if you could ensure that the Bank Certificate is signed and stamped by an authorized representative of the bank for validity and authenticity purposes.

Please let me know if any further documentation or information is required from my end to process this request. You can contact me via email or phone, as mentioned above.

I would be grateful if you could expedite this request, as I require the Bank Certificate by [Specify Date] to meet the deadline for my purposes.

Thank you for your prompt attention to this matter. I appreciate your assistance.

Yours sincerely,

[Your Full Name]