

# Bank Statement Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Bank Statement Request

I hope this letter finds you well. I am writing to request a copy of my bank statement for the period [start date] to [end date] for my savings account [Account Number].

I require the bank statement for the mentioned period for personal financial management and to reconcile my transactions. Having a comprehensive record of my account activities will greatly assist me in budgeting and monitoring my financial responsibilities.

To ensure a smooth and prompt process, I have provided the necessary details below:

Account Holder Name: [Your Full Name]

Account Number: [Your Account Number]

Account Type: [Savings/Current/Checking/Other]

Branch Name (if applicable): [Branch Name]

Contact Number (if required): [Your Contact Number]

I kindly request that you provide the bank statement in an electronic format (PDF) and send it to my email address [Your Email Address] at your earliest convenience. If there are any charges associated with this request, please inform me in advance.

If, for any reason, it is not possible to fulfill this request, please advise me of the reason and any alternatives available.

Thank you for your prompt attention to this matter. If you require any further information, please do not hesitate to contact me.

Looking forward to your positive response.

Sincerely,

[Your Full Name]