

Account Statement Request

Subject: Request for Account Statement

Dear Bank Manager,

I am writing to request a detailed account statement for my savings account (Account Number: XXXXXXXXXXXXX) for the period from [Start Date] to [End Date].

I require this statement for tax filing purposes and need it to be certified by the bank. Please include all transactions, deposits, withdrawals, and any charges applied to my account during this period.

I would be grateful if you could process this request at your earliest convenience and let me know if any fees are applicable for this service.

Thank you for your prompt assistance.

Sincerely,

[Your Name]

[Account Holder Name]

[Contact Information]

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