

I understand that there might be some charges associated with this service, and I am willing to cover any applicable fees for obtaining the bank statement. Please inform me of the total cost, if any, and provide instructions on how I can make the payment.

If there are any specific forms or documents that need to be filled out to process this request, please do let me know, and I will be more than happy to complete them promptly.

I would greatly appreciate it if you could expedite this request as I require the bank statement for [mention any urgent reasons, if applicable]. Your prompt attention to this matter will be highly valued.

Thank you for your assistance. If you have any further questions or require any additional information, please feel free to contact me at [your phone number] or via email at [your email address].

Looking forward to a swift response.

Sincerely,

[Your Full Name]