

Requisition Letter For Bank Statement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request for Bank Statement

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request a copy of my bank statement for the past [duration you need the statement for, e.g., six months]. I hold an account with your esteemed bank, and I require the statement for the purpose of [mention the reason for needing the statement, e.g., visa application, loan application, financial planning, etc.].

Below are the details related to my account:

Account Holder's Name: [Your Full Name]

Account Number: [Your Account Number]

Account Type: [Savings/Current/Other]

I kindly request you to provide me with the bank statement for the period starting from [starting date] to [ending date]. If possible, I would prefer to receive the statement in an electronic format, such as PDF, sent to my email address [your email address]. Alternatively, you may send a hard copy to my mailing address [your address] as per your convenience.

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]