

Formal request for bank statement

Subject: Request for Bank Statement

Dear Sir/Madam,

I am writing to formally request a copy of my bank statement for account number [Account Number] held at your branch. I require the statement for the period from [Start Date] to [End Date] for financial record-keeping purposes.

Please let me know if there are any applicable charges for this service. I would appreciate it if the statement could be sent to my registered address or made available for collection at the branch.

Thank you for your assistance in this matter.

Yours sincerely,

[Your Full Name]

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