

Company requesting statement for corporate account

Subject: Request for Corporate Bank Statement

Dear [Bank Manager's Name],

On behalf of [Company Name], I am writing to request a detailed statement of our corporate account number [Account Number] maintained at your branch. The statement is required for internal auditing and reconciliation purposes, covering the period from [Start Date] to [End Date].

Please inform us of any service charges, and kindly make the statement available for collection by our authorized representative, [Representative's Name], who will carry appropriate identification.

We look forward to your prompt response.

Yours faithfully,

[Authorized Signatory]

[Designation]

[Company Name]

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