

Account Statement Generation Request

Date: [Insert Date]

To,

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Request for Account Statement for Loan Application

Dear [Bank Manager's Name],

I am writing to request an official account statement for my account [insert account number] maintained at your bank. I require this statement to complete my loan application process.

Please provide the account statements for the past [insert time frame, e.g., six months] at your earliest convenience. If there are any fees associated with this request, please let me know.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]