

# Bank Statement Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name or Customer Service],

I am writing to request a confirmation of my bank statement for the account number [insert account number] for the period of [insert date range]. This information is needed for [state the purpose, e.g., loan application, personal records, etc.].

Please confirm the account balance and transaction history for this period at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]