

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

Customer Service Department

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Urgent Request for Bank Account Statement

Dear Sir/Madam,

I am writing to urgently request a bank account statement for my account [Account Number]. I require this statement for [mention reason, e.g., loan application, audit, etc.], and it is crucial that I receive it as soon as possible.

For your reference, here are my account details:

Account Holder Name: [Your Name]

Account Number: [Account Number]

Date Range for Statement: [Start Date] to [End Date]

I would greatly appreciate it if you could expedite this request and send the statement to my email address [Your Email Address] or to my mailing address listed above.

Thank you very much for your prompt attention to this matter.

Sincerely,

[Your Name]