

Bank Statement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

Branch Manager

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Bank Statement for Loan Application

Dear [Branch Manager's Name],

I hope this message finds you well. I am writing to formally request a copy of my bank statement for the past [insert duration, e.g., three months] as part of my loan application process.

Here are my account details:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Type of Account: [Savings/Current]

Your assistance in providing the requested bank statements at your earliest convenience would be greatly appreciated. If you require any additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]