

Request for Formal Bank Statement

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Your Email: [Insert Your Email]

Your Phone Number: [Insert Your Phone Number]

To: [Bank's Name]

Bank Address: [Bank's Address]

Dear [Bank's Customer Service Team/Specific Contact Name],

I am writing to formally request a copy of my bank statement for the period of [insert date range] in relation to my account number [insert account number]. I believe there has been an error that requires resolution, and a detailed statement will assist in clarifying the situation.

To help facilitate this request, please find attached any necessary documentation required to process this matter.

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

Sincerely,

[Your Name]