

# Request for Business Bank Statement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Bank Manager's Name]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request a copy of the business bank statements for [Your Company Name] for the period of [Start Date] to [End Date]. This information is required for our financial documentation and auditing processes.

Please send the statements to my email at [Your Email Address] or to the address provided above.

Thank you for your prompt attention to this matter. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]