

# Request for Joint Account Bank Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Joint Account Bank Statement

I hope this letter finds you well. I am writing to request a copy of the bank statement for my joint account held at your institution. The details of the joint account are as follows:

Account Holder 1: [Your Name]

Account Holder 2: [Joint Account Holder's Name]

Account Number: [Insert Account Number]

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

We require this bank statement for [reason for request, e.g., tax preparation, financial review, etc.]. Please send the statement to my address provided above or to my email mentioned herein.

Thank you for your assistance in this matter. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]