

To,
The Branch Manager
[Bank Name]
[Branch Address]
[City, Pincode]

Date: [DD/MM/YYYY]

Subject: Request for Bank Statement

Respected Sir/Madam,

I, **[Your Full Name]**, am maintaining a **[Savings/Current]** account in your esteemed bank with the account number **[XXXXXXXXXXXXX]**. I kindly request you to provide my bank statement for the period **[Start Date] to [End Date]**. I require the statement for **[mention purpose: visa application / loan processing / income verification / personal record / audit purpose]**.

I will be grateful if you can provide a **certified, stamped, and signed statement**, either in printed form or sent to my registered email address **[Your Email ID]**. Kindly let me know if any service charges apply for this request.

I shall be thankful for your prompt assistance.

Thanking you,
Yours sincerely,
[Your Signature]
[Your Name]
[Your Mobile Number]
[Your Email ID]