

# Bank Statement Application



To,

The Manager

\_\_\_\_\_ Name of bank,

\_\_\_\_\_ branch address

**Subject: - Request for Bank Statement**

Respected Sir/Madam,

I, \_\_\_\_\_ [account holder name] am a customer of your branch \_\_\_\_\_ [branch name] hold a savings bank account bearing no \_\_\_\_\_ [account Number]. I would like to inform you that I need a bank statement from this date to this date. This account is my principal account. As an account holder, I need to look at the transactions of my last few months. So, it is my request to you to kindly provide me a bank statement along with my retained account balance.

If the bank has any charges for the issuing bank statement I am ready to debit from my account. I am enclosing herewith the copy of my identity and address proof documents, Aadhaar and PAN card for your verification purpose.

The prompt cooperation action requested in this matter is highly appreciated.

Thanking you,

Yours Sincerely,

Signature

Account Holder Name

Date

