**Date:**

**To**

**[The Recipient]  
[Designation]  
[Business Name]  
[Address]**

**Subject: Bank statement request letter**

Dear Manager,

I still appreciate the kind cooperation and guidance you showed during the process of my account opening. Now I am seeking your assistance to obtain my bank statement. My name is Anderson, and I am a saving account holder in your bank. I started building my home last month. Unfortunately, I fell short of money and was forced to apply for a personal loan from the bank. Moreover, I am to file an income tax return for the current year. I need my bank statement for these purposes.

To resolve the above-mentioned matters, I am in dire need of a bank account statement. Therefore, I want you to issue me the required documentation so that all the formalities could be fulfilled on time. I appreciate it if you could dispatch it within 24 hours or at your earliest.

I would appreciate it if you could send my bank statement directly to my address registered with you. Amount in lieu of bank account statement may be deducted from my account if required. Please let me know anything else that I am supposed to do in this regard. I am waiting for your nice cooperation.

Sincerely,

Jackson