

## **Sample Application for Bank Statement**

To  
The Branch Manager,  
[Bank Name]  
[Branch Address]  
Date: [dd/mm/yyyy]

Subject: Request for Bank Statement

Dear Sir/Madam,

I am [Your Full Name], holding a savings/current account with your bank bearing account number [Your Account Number]. I am writing to request a bank statement for the period from [start date] to [end date].

The statement is required for [mention the purpose, e.g., Visa Application, Income Proof, Loan processing, etc.]. Kindly provide the statement at your earliest convenience. You may send it to my registered email address or I can collect it from the branch as per your process.

I would be grateful for your prompt assistance in this matter.

Thank you,

Sincerely,  
[Full name]  
[Phone Number]