**Request Letter for Bank Statement**

From,

Anil Chopra,

73 Green Avenue, Delhi

India

Date: 3/08/2020 To,

The Manager, The Indian Bank, 56 XYZ Enclave, India

Subject: Subject: Requesting for a bank statement for the month of May to July. Dear Mr. Ajay,

My name is Anil. I am a customer of your bank. I hold an account under the name Anil Chopra and the account number is 098765432. I wish to request for a detailed bank statement for my account of the transactions from 1/05/2020 to 31/07/2020.

Kindly send the original copy to my postal address 73 Green Avenue, Delhi. I herewith also attach a cheque to cover all the service charges. Please consider my request as soon as possible. Kindly address my request for the bank statement with urgency.

I request you to get back to me as soon as possible. Thank You in advance.

Yours Sincerely,

(Signature) Anil Chopra

