

# 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

