

Statement Letter Template for Bank Account

A **statement letter template for bank account** provides a structured format to request or confirm financial details from a bank. This template ensures that all necessary information is clearly presented for official or personal use. It is essential for verifying account activities and maintaining accurate financial records.

Sample Statement Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

To:

[Bank Name]

[Branch Address]

[City, State ZIP Code]

Subject: Request for Bank Account Statement

Dear Sir/Madam,

I am writing to request a statement for my bank account with the following details:

- **Account Name:** [Your Account Name]
- **Account Number:** [Your Account Number]
- **Period Required:** [From Date] to [To Date]

Please provide the bank statement at your earliest convenience. If you require any further information, please do not hesitate to contact me at the details provided above.

Thank you for your assistance.

Sincerely,

[Your Name]