

Bank Statement Request Letter - Professional

Subject: Request for Account Statements and Banking Documentation

Dear Customer Service Team,

I am writing to request copies of banking statements and related documentation for my account with your institution. This request is being made for [loan application, tax preparation, financial audit, legal proceedings, etc.].

Account Information:

- Account Holder: [Full Name]
- Account Number: [Number]
- Account Type: [Checking/Savings/etc.]
- Branch: [Branch Location]

Requested Documents:

- Monthly statements for [date range]
- Transaction history for [specific period]
- Account closure documentation (if applicable)
- Any additional account-related correspondence

Please send the requested documentation to:

[Your Name]

[Address]

[City, State, ZIP]

Alternatively, you may email secure copies to [email address].

I understand there may be associated fees for this service and am prepared to pay according to your fee schedule. Please inform me of any costs before processing.

If you require identity verification or additional authorization, please contact me at [phone number]. I can visit the branch in person if necessary.

Thank you for your prompt attention to this request.

Best regards,

[Your Full Name]

[Account Number]

[Date]

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