

# Application to Request Bank Statement

## 1. Application to Access Bank Statement for Home Loan Verification

To,  
The Branch Manager,  
[Bank Name],  
[Branch Name],  
[Branch Address],

Subject: Application to Access Bank Statement for Home Loan Verification

Respected Sir/Madam,

I, [Your Name], holding a savings account with your esteemed bank, account number [your account number], would like to request access to my bank statement for the last six months. I need this statement for the verification of a home loan application that I have initiated with [Home Loan Provider's Name].

As per the requirement of the loan provider, I need to submit my bank statement reflecting my financial transactions to assess my eligibility and repayment capacity for the home loan.

I kindly request you to provide me with the bank statement at the earliest, so that I may furnish the same to the home loan provider for smooth processing of my loan application. I understand that there might be a nominal charge for this service, and I am willing to bear the charges if any.

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

Thanking you,

Yours sincerely,

[Your Name]  
[Your Address]  
[Your Mobile Number]  
[Your Email ID]

[Date]

## **2. Application for Bank Statement SBI for Account Reconciliation**

To,  
The Branch Manager,  
State Bank of India,  
[Branch Name],  
[Branch Address],

Subject: Application for Bank Statement for Account Reconciliation

Respected Sir/Madam,

I, [Your Name], holding a savings account (Account Number: [Your Account Number]) with your esteemed bank at [Branch Name] branch request you to kindly provide me with the bank statement for the period of [Start Date] to [End Date]. This statement is required for the purpose of account reconciliation.

My registered email address linked with the account is [Your Email Address], and the registered mobile number is [Your Mobile Number]. Kindly send the bank statement to my registered email address in PDF format. Alternatively, you can also send the statement through postal mail to my mailing address registered with the bank.

Your prompt assistance in this matter will be highly appreciated. If there is any additional information required or any charge to be paid for this service, please let me know.

Thanking you in anticipation.

Yours faithfully,  
[Your Name]  
[Your Account Number]  
[Your Email Address]  
[Your Phone Number]  
[Date]

### **3. Application for 6 Month Bank Statement to Review Financial Health**

To,  
The Branch Manager,  
[Bank Name],  
[Bank Branch],  
[Branch Address]

Subject: Application for 6 Month Bank Statement to Review Financial Health

Respected Sir/Madam,

I, [Your Name], am holding a savings account in your esteemed bank with the account number [Your Account Number]. I write this application to kindly request you to provide me with a bank statement for the past 6 months, starting from [Start Date] to [End Date]. This statement is necessary for me to review my financial health and manage my financial planning effectively.

I would be grateful if you could provide the bank statement at the earliest. If possible, kindly send the statement to my registered email address [Your Email Address] or let me know when I can collect it from the branch personally.

Thank you for your kind attention and understanding.

Yours faithfully,

[Your Name]  
[Your Contact Number]  
[Your Email Address]  
[Your Address]

### **4. Application for Bank Statement of Current Account for Business Audit**

To,  
The Branch Manager,  
[Bank Name],  
[Branch Name],  
[Branch Address],

Subject: Application for Bank Statement of Current Account for Business Audit

Respected Sir/Madam,

I am writing to request a bank statement of our current account (Account Number: [Account No.]) for the period of [starting date] to [ending date] as required for the purpose of a business audit that our company is undergoing. Our company, [Company Name], holds the aforementioned account in your esteemed bank.

The said statement is crucial for us to comply with the auditing requirements, and we need it at the earliest to facilitate a smooth audit process. Kindly arrange to provide the bank statement either through postal mail to our registered address or via email at [your email address].

We appreciate your prompt attention to this matter and look forward to your cooperation in providing the requested bank statement as soon as possible.

Thanking you,

Yours faithfully,

[Your Name]  
[Designation]  
[Company Name]  
[Company Address]  
[Phone Number]  
[Email Address]

## **5. Bank Statement for Visa Application to Prove Financial Capability**

To,

The Branch Manager,  
[Bank Name],  
[Bank Branch],  
[Address]

Subject: Request for Bank Statement for Visa Application to Prove Financial Capability

Dear Sir/Madam,

I, [Your Name], holding a Savings Account (A/C No: XXXXXXXXX) at your esteemed branch since [Date of Account Opening], would like to request a bank statement for my account for the past 6 months, starting from [Starting Date] to [Ending Date].

I require the bank statement as proof of my financial capability, which is essential for my forthcoming visa application for [Name of the Country]. I'll be submitting this statement along with other required documents to the embassy during my visa processing.

Kindly issue the bank statement at the earliest, as I need to submit it to the embassy by [Submission Deadline]. I would truly appreciate your prompt assistance in this matter.

Thank you for your attention to my request. I look forward to receiving the bank statement soon.

Yours sincerely,

[Your Name]  
[Full Address]  
[Contact Number]  
[Email Address]