

# Application to Bank Manager for Obtaining Account Statement

## 1. Application to Bank Manager for Account Statement to Track Unauthorized Transactions

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

Subject: Application for Account Statement to Track Unauthorized Transactions

Dear Sir/Madam,

I, [Your Name], holding a Savings/Current account [Account Number] in your esteemed bank, have noticed some unauthorized transactions in my account. Due to the suspicious nature of these transactions, I request you to provide an account statement for the period from [Start Date] to [End Date]. This statement would help me verify and track the unauthorized transactions.

Kindly provide the account statement either in hard copy to the below mentioned address or via email at [Your Email ID]. Your immediate attention to this matter is highly appreciated.

Thank you for your prompt assistance in this matter.

Sincerely,

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

## **2. Application to Bank Manager for Duplicate Account Statement Due to Misplacement**

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

Subject: Application for Duplicate Account Statement Due to Misplacement

Respected Sir/Madam,

I, [Your Name], holding a savings account in your esteemed bank with account number [Your Account Number]. I am writing this application to inform you that I have misplaced my account statement for the period from [Start Date] to [End Date]. I require the statement for fulfilling certain official requirements, and therefore, I kindly request you to issue a duplicate account statement for the mentioned period.

I would be grateful if you could process my request at the earliest, as I need the account statement urgently. I assure you that I shall be more careful in the future and will take necessary precautions to avoid such misplacements.

Kindly find my account details below for your reference:

Account Holder Name: [Your Name]  
Account Number: [Your Account Number]  
Registered Mobile Number: [Your Mobile Number]  
Registered Email ID: [Your Email ID]

I hereby declare that the information provided above is true to the best of my knowledge. I request you to please issue the duplicate account statement at the earliest convenience. I am willing to bear any charges, if applicable, for this service.

Thanking you in anticipation.

Yours faithfully,

[Your Name]

[Your Address]

[Your Contact Number]

[Date]

### **3. Application to Bank Manager for Obtaining Account Statement of a Joint Account Holder**

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

Subject: Application for Obtaining Account Statement of Joint Account Holder

Respected Sir/Madam,

I, [Your Name], holding a joint account with my [Relation to Joint Holder], [Joint Holder Name], with account number [Account Number] in your esteemed branch. We need the account statement for the past [Duration, e.g., six months] for our personal record and financial planning.

I kindly request you to provide the account statement for the specified time period at your earliest convenience. We would appreciate it if you could send the statement to our registered email address: [Your Email Address] or alternatively, we could collect it from the branch.

Your prompt assistance in providing the requested account statement would be highly appreciated. Thank you for your cooperation.

Yours faithfully,  
[Your Name]  
[Your Address]  
[City]  
[Contact Number]  
[Date]

## **4. Application to Bank Manager for Account Statement for Loan Application Purposes**

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

Subject: Application for Account Statement for Loan Application Purposes

Respected Sir/Madam,

I, [Your Name], hold a savings account in your esteemed bank with the account number [Your Account Number]. I am writing this letter to request an account statement from the period of [Starting Date] to [Ending Date] for the purpose of applying for a loan.

I am planning to apply for a [Loan Type] loan and require my account statement as proof of my financial background and stability. The statement will help the loan provider to assess my eligibility and repayment capability.

I kindly request you to provide the account statement for the mentioned period at the earliest to facilitate my loan application process. If possible, please send the account statement to my registered email address [Your Email Address] or inform me when I can collect it from the bank branch.

I appreciate your prompt attention to this matter and thank you in advance for your support.

Yours faithfully,  
[Your Name]  
[Your Contact Number]  
[Your Full Address]

## **5. Application to Bank Manager for Periodic Account Statement Updates on Email**

To,

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

Subject: Application for Periodic Account Statement Updates on Email

Respected Sir/Madam,

I, [Your Name], a customer of your esteemed bank, hold a savings account with the account number [Your Account Number]. I kindly request you to provide me with periodic account statement updates through email.

Due to the digitalization and environmental concerns, I believe that it would be more convenient and eco-friendly to receive my account statements via email, rather than collecting physical copies from the bank. This will not only save paper but also make it easier for me to maintain a record of my transactions.

Kindly arrange to send my account statement updates on a monthly basis to my registered email address, which is [Your Email Address]. This would be of immense help to me in managing my account efficiently and keeping track of my transactions.

Thanking you in anticipation of a favorable response.

Yours faithfully,

[Your Name]  
[Your Address]  
[Your Contact Number]  
[Date]