To Place:

The Manager,  Date:

Bank Name,

Bank address.

Sub: Statement request from **06/08/20** to **20/02/2021**.

Dear Sir/Madam,

I, **Padala Suresh,** savings bank account holder of your bank for the last **2** years with A/C no **321456XXXX.**

Here I am requesting you to kindly provide my account statement for the period from **06/08/20** to **20/02/2021**, which I need for my audit purpose.

Please do the needful.

Thanking you.

Sincerely,

Signature.

Mobile no: