To Place:

The Manager,  Date:

Bank Name,

Bank address.

Sub: Request for account statement.

Dear Sir/Madam,

I, **Raghuram Chappa (A/C no 9561234XXX)** have been maintaining a savings account in your bank for the last **1** year.

Recently I have applied for a **home loan** and for that I need to submit my last **6** months account statement.

So please issue my latest last **6** months account statement.

Thanking you in advance.

Sincerely,

Signature.