

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Dear [Bank Manager's Name or "To Whom It May Concern"],

Subject: Bank Statement Verification

I am writing to request verification of my bank statements for the account listed below. The information will be used for [state purpose, e.g., loan application, financial review, etc.].

****Account Holder Name:**** [Your Full Name]

****Account Number:**** [Your Account Number]

****Period of Statements Needed:**** [Specify the dates, e.g., January 1, 2022, to December 31, 2022]

Please provide a confirmation that the enclosed bank statements are accurate and reflect the transactions during the specified period. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]