

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

Subject: Request for Bank Statement for Visa Purposes

Dear [Bank Manager's Name or Customer Service],
I hope this letter finds you well. I am writing to request a formal bank statement for my account [Account Number] for the purpose of applying for a visa.

Please include the following details in the statement:

- Account holder's name
- Account number
- Opening balance
- Transaction history for the past [specific duration, e.g., six months]

I kindly request that the statement be printed on the bank's letterhead, signed, and stamped for authenticity.

Thank you for your assistance. Should you have any questions or require further information, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]