

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Visa Bank Application Request

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the necessary documentation and support for my visa bank application.

I am planning to [briefly explain purpose: study, work, travel] in [Destination Country] and require a [specific type of account or bank statement] to fulfill the requirements set by the [specific embassy or consulate name].

Please find attached the required documents for your reference:

- [List of required documents]

I would appreciate your prompt assistance in processing my application.

If you need any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]