

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

Dear [Bank Manager's Name],

Subject: Request for Financial Support for Visa Application

I hope this letter finds you well. My name is [Your Name], and I am writing to respectfully request your assistance in providing the necessary financial documentation required for my visa application process.

I am planning to travel to [Destination Country] for [purpose of travel, e.g., studies, business, etc.] from [start date] to [end date]. As part of the visa application requirements, I need to provide proof of financial stability to ensure that I can support myself during my stay. I would greatly appreciate it if you could provide a bank statement or any necessary documentation that reflects my financial status and assures the immigration authorities of my ability to cover my expenses while abroad.

Thank you for considering my request. I am willing to visit the bank at your convenience to provide any further information needed to assist with this process.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]