

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

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

Subject: Visa Application Letter

Dear [Bank Manager's Name],

I am writing to request a bank statement and verification of my account balance as part of my application for [type of visa, e.g., Tourist Visa, Student Visa] to [Country Name].

I am planning to visit [Country Name] from [Start Date] to [End Date] for the purpose of [briefly explain purpose, e.g., tourism, study, business]. As part of the visa application process, the consulate requires proof of my financial stability during my stay.

I kindly request that you provide me with a bank statement covering the last [number of months] and a letter attesting to my account's balance and account opening date. My account number is [Your Account Number].

Thank you for your assistance with this matter. Please let me know if you need any further information from my side.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number]