

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

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

Subject: Bank Statement for Audit Purposes

Dear [Recipient's Name],

We are writing to provide you with the bank statement for [Account Holder's Name] for the period of [Start Date] to [End Date] as requested for auditing purposes.

Account Information:

- Account Holder's Name: [Account Holder's Name]
- Account Number: [Account Number]
- Statement Period: [Start Date] to [End Date]

Attached to this letter, you will find the complete bank statement that includes all transactions made during the specified period. If you require further details or additional information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Bank's Name]