

Account Statement Request Applications

1. Monthly Account Statement Request

Subject: Request for Monthly Account Statement

Dear Sir/Madam,

I am writing to request the monthly account statement for my bank account so that I can review transactions, balance, and charges. The account details are as follows:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]
5. **Statement Period:** [e.g., July 2025]

Please provide the statement in [Specify Format, e.g., physical copy, email, or online banking portal]. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. [Any other documents as per bank requirements]

Kindly send the statement to [Your Email Address or Mailing Address] or make it available via [Your Contact Number or online banking]. Please confirm receipt of this request.

Thank you for your prompt assistance.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

2. Quarterly / Half-Yearly Statement Request

Subject: Request for Quarterly/Half-Yearly Account Statement

Dear Sir/Madam,

I request my bank account's quarterly/half-yearly account statement to facilitate financial review, savings tracking, or tax planning. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]
5. **Statement Period:** [e.g., April–June 2025 or January–June 2025]

Please provide the statement in [Specify Format, e.g., physical copy, email, or online banking portal]. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. [Any other documents as per bank requirements]

Kindly send the statement to [Your Email Address or Mailing Address] or make it available via [Your Contact Number or online banking]. Please confirm receipt of this request.

I appreciate your cooperation.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

3. Annual Statement Request

Subject: Request for Annual Account Statement

Dear Sir/Madam,

I request the annual account statement for my bank account for purposes such as income tax filing, visa application, or maintaining official records. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]
5. **Statement Period:** [e.g., January–December 2024]

Please provide the statement in [Specify Format, e.g., physical copy, email, or online banking portal]. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. [Any other documents as per bank requirements]

Kindly send the statement to [Your Email Address or Mailing Address] or make it available via [Your Contact Number or online banking]. Please confirm receipt of this request.

Thank you for your assistance.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

4. Custom Period Statement Request

Subject: Request for Account Statement for Custom Period

Dear Sir/Madam,

I request an account statement for a specific date range to meet my financial tracking needs. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]
5. **Statement Period:** [e.g., January 1, 2024 – June 30, 2025]

Please provide the statement in [Specify Format, e.g., physical copy, email, or online banking portal]. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. [Any other documents as per bank requirements]

Kindly send the statement to [Your Email Address or Mailing Address] or make it available via [Your Contact Number or online banking]. Please confirm receipt of this request.

I appreciate your support.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

5. Tax Filing / Income Proof Statement

Subject: Request for Account Statement for Tax Filing/Income Verification

Dear Sir/Madam,

I request an account statement to submit to the tax authorities for income verification. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]
5. **Statement Period:** [e.g., July 2024 – June 2025]

Please provide the statement in [Specify Format, e.g., certified physical copy, email, or online banking portal] with all transaction and balance details. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Tax filing reference (if applicable)
3. [Any other documents as per bank requirements]

Kindly send the statement to [Your Email Address or Mailing Address] or make it available via [Your Contact Number or online banking]. Please confirm receipt of this request.

I appreciate your cooperation.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

6. Visa / Immigration Statement

Subject: Request for Account Statement for Visa/Immigration Purposes

Dear Sir/Madam,

I request an account statement demonstrating financial stability for a visa or immigration application. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]
5. **Statement Period:** [e.g., Last 6 Months or January–June 2025]

Please provide the statement in [Specify Format, e.g., certified physical copy, email, or online banking portal] with a bank stamp, if required by the embassy. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Visa application reference (if applicable)
3. [Any other documents as per bank requirements]

Kindly send the statement to [Your Email Address or Mailing Address] or make it available via [Your Contact Number or online banking]. Please confirm receipt of this request.

Thank you for your assistance.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

7. Loan Processing Statement

Subject: Request for Account Statement for Loan Application

Dear Sir/Madam,

I request an account statement required to process a loan application with a bank or non-banking financial company (NBFC). The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]
5. **Statement Period:** [e.g., Last 6 Months or January–June 2025]

Please provide the statement in [Specify Format, e.g., certified physical copy, email, or online banking portal] with details of transactions and balances. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Loan application reference (if applicable)
3. [Any other documents as per bank requirements]

Kindly send the statement to [Your Email Address or Mailing Address] or make it available via [Your Contact Number or online banking]. Please confirm receipt of this request.

I appreciate your support.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

8. Business Audit / Accounting Statement

Subject: Request for Account Statement for Business Audit/Accounting

Dear Sir/Madam,

I request an account statement for my business account to maintain the books of accounts or facilitate an audit. The account details are:

1. **Business Name:** [Your Business Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Current/Other]
4. **Branch Name:** [Branch Name and Address]
5. **Statement Period:** [e.g., January–December 2024]

Please provide the statement in [Specify Format, e.g., certified physical copy, email, or online banking portal] with a bank stamp, if required. Enclosed are the required documents:

1. Copy of CNIC/Passport of authorized signatory
2. Business Registration Certificate
3. [Any other documents as per bank requirements]

Kindly send the statement to [Business Email Address or Mailing Address] or make it available via [Business Contact Number or online banking]. Please confirm receipt of this request.

Yours faithfully,

[Full Name of Authorized Signatory]

[Designation]

[Signature of Authorized Signatory]

[Company Stamp, if applicable]

[Date: August 18, 2025]

9. Salary Verification Statement

Subject: Request for Account Statement for Salary Verification

Dear Sir/Madam,

I am requesting an account statement to verify salary credits for submission to a new employer or lender. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]
5. **Statement Period:** [e.g., Last 6 Months or January–June 2025]

Please provide the statement in [Specify Format, e.g., certified physical copy, email, or online banking portal] highlighting salary credits. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Employer's request letter (if applicable)
3. [Any other documents as per bank requirements]

Kindly send the statement to [Your Email Address or Mailing Address] or make it available via [Your Contact Number or online banking]. Please confirm receipt of this request.

I appreciate your cooperation.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

10. Legal / Dispute Case Statement

Subject: Request for Account Statement for Legal/Dispute Case

Dear Sir/Madam,

I request an account statement to be presented as evidence in a court case or legal proceeding.
The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]
5. **Statement Period:** [e.g., January 1, 2024 – June 30, 2025]

Please provide the statement in [Specify Format, e.g., certified physical copy with bank stamp, email, or online banking portal]. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Legal notice or court order reference (if applicable)
3. [Any other documents as per bank requirements]

Kindly send the statement to [Your Email Address or Mailing Address] or make it available via [Your Contact Number or online banking]. Please confirm receipt of this request.

Thank you for your assistance in this critical matter.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]