Subject: Application for issuance of Bank Statement on registered Email Address.

Body:

Respected Sir / madam,

I, [Account Holder’s Name] having a savings account in your [Branch name] branch bearing account number [account number] since last [months/years]. I request you to kindly send the Bank statement of my account from [date] to [date] to my registered email address i.e. [email id address]. I want my bank statement for [purpose].

I would be obliged if you could mail me on my registered email address [email id] on an urgent basis.

Thank you

[Your Signature]