Subject: Requesting bank account verification letter

Respected Sir/ Madam,

Most courteously, I would inform you that I am [Name] and I am having a [type of account] bank account in your branch [branch name] bearing account number [account number].

I am writing this letter to request you for issuance of a bank account verification letter operated in your branch for [purpose]. Kindly mention [My name, bank account number, date of account creation, account balance, and all others required information]. I am in urgent need of the same and require it by [Date].

I look forward to a quick response from your side and look forward to hearing back from you.

Thank you.

[Your Signature]