Date:

The Branch Manager

Bank Name & Location

Ref: - Bank account number SB xxxxx

Dear Sir,

I am holding a saving bank account bearing No. xxx in your bank from mm/dd/yyyy to mm/dd/yyyy. For the purpose of employment, I request you to kindly verify / issue fresh bank statement for the period requested by the bearer of this letter.

My account details are given below:

Full name:

Address:

Account No.

Type of bank account:

Account opened on:

Thanking you,

Name & Signature