To,

The Manager,                                                                  
Indian Overseas Bank  
Horticulture Garden, Sec-18, Gurgaon

**Subject: - Bank Account Statement Request**

This letter is to request you to kindly provide the statement of my bank account from **24th Apr 2015** to **08th Jan 2016**

Kindly, provide me with the bank statement as soon as possible as I have to go through some important tasks. Make the statement provision possible within one week.

It would be a kind favour for me. Account title and number is given below.

Account Title: Mr GAURAV KUMAR

Account Number: 193501000007863.

Yours Truly,

Mr Gaurav Sharma

Date: \_\_\_\_\_\_\_\_