

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Subject: Request for Company Bank Statements

Dear [Bank Manager's Name],

I am writing on behalf of [Company Name] to request the bank statements for our company account, [Account Number]. We require the statements for the period of [Start Date] to [End Date] for the purpose of [Specify Reason - e.g., financial audit, tax filing, internal review].

Kindly provide the bank statements in both paper and electronic formats, if possible. The requested information is crucial for our financial reporting and compliance obligations. You can send the statements to the following address: [Your Company Address] or email them to [Your Email Address].

We appreciate your prompt attention to this matter. If you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title]
[Company Name]