

To
The Manager,
Bank Of Baroda,
Rashbehari Avenue, Gariahat More,
Kolkata 700019

Date- 01/05/2020

From
Nelson Paul,
12, Lord Sinha Road,
Elgin, Kolkata-700071

Subject- Requesting for bank statement

Respected Sir/ Madam,

I am Nelson Paul, having an account in your branch of Bank Of Baroda. I am writing this letter in order to request you to provide a bank statement to me. My Account Number is 9900-3345-0000, and my account name is Nelson Paul. I would be very grateful if you could provide my bank statement from this account during the month of June.

As I need to calculate my profits and loss which I made throughout May, it would be very helpful for me and very kind of you if you can provide my bank statement as soon as possible within the month of June. Your agility regarding this will be highly appreciated.

Thanking you,

Yours Sincerely,
Nelson Paul
(Signature of Nelson Paul)