

To  
The Manager,  
Syndicate Bank,  
21/A Lotus House,  
Kolkata 700131

Date- 01/05/2020

From  
Mr. Eric Chris,  
House no-20/1,  
Sector 5, Salt Lake,  
Kolkata- 700143

Subject- Requirement of Bank Statement

Respected Sir/Madam,

I am Eric Chris, consisting of an account in your branch. The reason for writing this letter is to get access to my bank statement in the next month. My account name is Eric Chris, and the number of my account is 5566-7788-2222. It will be very much beneficial for me if you arrange my bank statement for the month of April.

As per my quick requirement of the bank statement, It will be very kind of you if you provide my bank statement as early as possible. Your agility towards this will be so good for me.

Thanking you,

Yours Sincerely,  
Nelson Paul  
(Signature of Nelson Paul)