

Date: _____

To,
The Branch Manager,
Punjab National Bank,
Branch _____.

Subject: Request for Account Statement

Respected Sir/Madam,

I, _____, hold a savings/current account in your branch
with the account number _____. I am writing to kindly
request an account statement for the period from _____ to _____.

I require this statement Please provide the statement either in hard copy or soft copy format at
your earliest convenience. My email address for receiving the statement is
_____ (if requesting a soft copy).

Kindly let me know if any charges are applicable for this service, and I will arrange for the
payment accordingly.

Thank you for your assistance.

Yours faithfully,

Signature