

Date: 02 January, 2011

To,
The Manager
ABCD Bank Limited
Agrabad Branch
Chittagong.

Sub: Request for Bank Statement.

Dear Sir,

I/We would like to draw your kind attention to the fact that, I/We have been maintaining an A/C. No. 003-121222223 in the name of "account name" with your Branch. I/We urgently need the Bank Statement from 1st January 2010 to till date.

Your kind Co-operation is solicited.

Yours truly,

(Your Full Name)
A/C. No. 003-121222223