



# LATEST BANK STATEMENT REQUEST LETTER



EMIS (کوڈ): \_\_\_\_\_ School (سکول): \_\_\_\_\_

Tehsil (تحصیل): \_\_\_\_\_ District (ضلع): \_\_\_\_\_

No. \_\_\_\_\_

Date: \_\_\_\_\_

To

**THE BRANCH MANAGER,**

\_\_\_\_\_ District: **SWAT**

## SUBJECT: REQUEST FOR LATEST BANK STATEMENT

*Reference:*

Account No. (16 Digits): \_\_\_\_\_

(OR) IBAN: \_\_\_\_\_

School Name/Account Title: \_\_\_\_\_

*Memorandum;*

Reference to the subject cited above, the under signed requesting the issuance of a fresh bank statement for the school account held at your esteemed bank. The account details are as mentioned titled above. The purpose of this request is to provide the fresh bank statement to Mr./Miss/ \_\_\_\_\_ CNIC No. \_\_\_\_\_ who has been authorized by our school to receive and review the account statement on our behalf. Bank Statement as from (Date) \_\_\_/\_\_\_/20\_\_\_ To (Date) \_\_\_/\_\_\_/20\_\_\_ requires for official documentation and financial review.

We appreciate your prompt attention to this matter and thank you for your continued assistance and cooperation.

**HEAD OF SCHOOL**

*Seal & Signature*



بنک اکاؤنٹ چھ ماہ تک مسلسل استعمال نہ ہونے کی صورت میں خود بخود De-Activate ہو جاتا ہے، لہذا ہر چھ ماہ میں ایک بار ضرور اکاؤنٹ میں کم از کم پانچ سو روپے کی ٹرانزیکشن / ڈیپازٹ ضرور کیا کریں۔