



Date _____

The manager, _____ Branch,

Dear Sir/Madam

RE: ACCOUNT STATEMENT REQUEST.

Please issue me/us with the following accounts statement(s) and debit my/our account(s) with your charges.

Account Number	Account Name	Period Covered
1. _____	_____	From _____ to _____
2. _____	_____	From _____ to _____
3. _____	_____	From _____ to _____

Yours faithfully,

Name	I/D No.	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I/we will collect my/our statement by post/retain/agent (specify)
_____ on a daily / weekly / monthly basis

Prepared by: Name and Signature _____ No. of Pages _____

Charges _____ Approved by _____