To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Acknowledgement of Receipt of Bank Statement**

Dear Sir/Madam,

This is to acknowledge the receipt of the bank statement for the bank account [mention Account Number] that was requested by us to the [mention Name of Bank] Bank. As you know that the financial year is about to close so we would be requiring our bank statements for the purpose of preparing financial statements and updating our financial records. Therefore, I would like to thank you for quickly responding to our request and sending us the bank statement.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]