

Request Letter to Bank Manager

From,
[Your Name]
[Address]
[State, Zip Code]

To,
The Branch Manager,
[Bank Name],
[Address]

Date: - Date/Month/Year

Subject:- Letter for overdraft request to a bank manager.

Dear Sir/Madam,
My account with your bank is under the name of {account/company name}, and I am writing to request an {overdraft/payment}. If you need them, I can provide relevant documents for your review.

If you could let me know if this can be arranged as soon as possible, that would be great. I am also able to provide any relevant documentation if needed.

If you have any other questions or need more information, my {assistant/accountant/head of finance, etc.} will be happy to meet with you in person.

Thanking You,

Yours Faithfully
Signature
Contact No: