

To: [Enter the Email Id of the bank]

Subject: [Write the purpose of writing your Email]

Dear {Mr./Mrs./Ms. Last Name} or {To Whom It May Concern}

I have a Current Account in your bank in the name of {account/company name}. I would like to {mention nature of the request, e.g., request overdraft or make payment}. If you require, I can provide {relevant documents} for your perusal.

I would be obliged if you let me know if this can be arranged immediately. I am also ready to provide any relevant documentation at your request.

If you require any further details, my {assistant/accountant/head or finance, etc.} will be glad to see you in person.

Sincerely,

{Your Name}

{Job Title}

{Company Name}