

To: The Manager
Shanghai Commercial Bank Ltd.
Head Office, Hong Kong.

Date:

Dear Sirs,

Request for issuing photocopy(ies) of document

I/We hereby request your Bank to issue photocopy(ies) of the document listed below:

- Account statement(s) for the month(s) of _____ 19 ____ /
from _____ to _____.
- Account history from _____ to _____
- Credit voucher(s)/ debit voucher(s)/ paid cheque(s)/ paid withdrawal slip(s)/
as specified below::

Transaction Date	Amount (Credit)	Amount (Debit)	Cheque No./ Withdrawal slip No.

Others, please specific nature of document:.....

For any charges incurred, please debit my/our Account with you.

Yours faithfully,

.....

A/C Name:

A/C No.