

[Government Authority Name]
[Department/Division]
[Street Address]
[City, State, Zip Code]

[Date]

[Recipient Name or Custodian of Records]
[Organization/Bank Name]
[Street Address]
[City, State, Zip Code]

RE: Official Request for Financial Records - [Case/Investigation Reference Number]

Dear [Recipient Name],

Pursuant to [Cite Applicable Law or Statute], the [Government Authority Name] hereby requests the production of financial records pertaining to the following individual/entity:

Subject Name: [Name of Individual or Business]

Account Number(s): [List Account Numbers if known, or "All accounts associated with subject"]

Period of Coverage: [Start Date] to [End Date]

Please provide copies of the following documents:

- Monthly account statements
- Records of all deposits and withdrawals
- Canceled checks (front and back)
- Wire transfer confirmations
- Loan applications and agreements
- [Additional specific records requested]

Please provide these records in [Physical/Digital] format by no later than [Due Date]. If there are any costs associated with this request, or if you require further clarification, please contact me immediately at [Phone Number] or [Email Address].

Failure to comply with this request may result in [mention legal consequences if applicable]. Thank you for your prompt cooperation in this matter.

Sincerely,

[Signature]
[Typed Name]
[Title/Rank]
[Government Authority Name]