

To: _____ Bank

Date: _____

Dear Sirs,

RE: APPLY FOR MISSING BANK STATEMENTS

CO. NAME:

A/C NO.:

For the Accounting and Taxation purpose, we would like to apply for the missing bank statement for the period _____ to _____. The handling charge can be deducted from the Bank A/C # _____.

Since the time is very tight, please provide the document immediately and mail to our Tax Representative: Professional Accounting and Taxation Limited, 7/F., Pearl Oriental Tower, 225 Nathan Road, Kowloon, Hong Kong.

If you have any enquiry, please call (852) 24722222.

Thank you very much for your attention.

Yours faithfully,

Director

Name: