

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Bank Account Details

I hope this letter finds you well. I am writing to kindly request the details of my bank account with [Bank Name].

My account information is as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Savings/Checking/Other]

I would appreciate it if you could provide me with the necessary details at your earliest convenience. If any additional verification or documentation is required, please let me know.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]