

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Bank Statement

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a copy of my bank statement for the account detailed below:

****Account Holder Name:**** [Your Name]

****Account Number:**** [Your Account Number]

****Statement Period:**** [Start Date] to [End Date]

I would appreciate it if you could send the requested statement to my address mentioned above or email it to me at [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]