

[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 or Customer Service],
I hope this message finds you well. I am writing to request a copy of my bank statement for the account number [Your Account Number] for the period of [Start Date] to [End Date].

If possible, please send the statement to my email address mentioned above or to my mailing address.

Thank you for your assistance. Please let me know if you require any further information to process this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]