

[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 Statement

I am writing to request a copy of my bank statement for the account [Your Account Number] for the period of [Start Date] to [End Date].

Please send the statement to my address listed above or to my email at [Your Email Address].

Thank you for your assistance.

Sincerely,

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