

[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 or "Customer Service"],

Subject: Request for Bank Statement

I hope this letter finds you well. I am writing to request a bank statement for my account (Account Number: [Your Account Number]) for the period of [Start Date] to [End Date].

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]