

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

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

Dear [Bank Manager's Name],

Subject: Request for Bank Statement

I hope this letter finds you well. I am writing to formally request a copy of my bank statement for my account with [Bank Name], Account Number: [Your Account Number].

Please provide the statement for the period from [Start Date] to [End Date].

If there are any fees associated with this request, please let me know. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]