

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

The information included in the statement is important for [mention reason: e.g., personal record keeping, tax filing, etc.].

Please let me know if you require any additional information or documentation to process my request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hardcopy)]

[Your Printed Name]