

[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 Copy

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request a copy of my bank statement for my account [Your Account Number] for the period of [Specify Period, e.g., January 1, 2023, to March 31, 2023].

I require this document for [briefly explain the reason, e.g., personal record-keeping, loan application, etc.].

Please let me know if there are any forms or identification needed to process this request. You can reach me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]