

[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

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a copy of my bank statement for the period of [Start Date] to [End Date].

My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

Please send the requested statement to my mailing address listed above, or you may email it to my email address.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]