

[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 formally request a copy of my bank statement for the account number [Your Account Number] for the period of [Start Date] to [End Date].

I require this document for employment verification purposes and would greatly appreciate your assistance in providing it at your earliest convenience.

Please let me know if you need any further information or documentation to process my request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]