

[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 account listed below as part of my mortgage application process.

**\*\*Account Holder Name:\*\*** [Your Name]

**\*\*Account Number:\*\*** [Your Account Number]

**\*\*Statement Period:\*\*** [Start Date] to [End Date]

Please send the requested bank statement to my mailing address mentioned above or to my email address at [Your Email Address]. If there are any fees associated with this request, kindly let me know in advance.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]