

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Bank's Name]  
[Bank's Address]  
[City, State, Zip Code]

Dear [Bank Manager's Name or Customer Service],

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 [Your Account Number] for the period of [specific time period, e.g., January 1, 2023, to March 31, 2023].

I would appreciate it if you could send the statement to my registered email address or my mailing address listed above.

Thank you for your assistance in this matter. Please let me know if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]