

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

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

Subject: Request for Bank Statement

I hope this message finds you well. I am writing to formally request a bank statement for my account [Your Account Number] for the period of [Start Date] to [End Date].

Please send the requested statement to my registered email address or my mailing address provided above. If there are any fees associated with this request, kindly let me know.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]