

[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 or Customer Service],

I hope this letter finds you well. I am writing to 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 statement for [mention the purpose, e.g., tax filing, loan application].

Please send the statement to my address mentioned above or email it to [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]