

[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/Customer Service Department],

Subject: Request for Statement of Account

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

Please let me know if there are any forms I need to fill out or any fees associated with this request. I appreciate your prompt attention to this matter and look forward to receiving the statement at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]