

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Monthly Bank Statement

Dear [Bank Manager's Name],

I hope this letter finds you well.

I am writing to request a copy of my monthly bank statements for my account, [Your Account Number], for the period of [Start Date] to [End Date].

I would appreciate it if you could send the statements to my mailing address listed above or to my email at [Your Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]