

[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],

Subject: Urgent Request for Bank Statement

I hope this message finds you well. I am writing to urgently request a copy of my bank statement for the account number [Your Account Number] for the period of [specific dates or month].

Due to [brief reason for urgency, e.g., a loan application, upcoming financial review], I require this document as soon as possible.

Please let me know if any additional information or verification is needed to process this request promptly.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]