

[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 Account Statement

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

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

I require this statement for [specify purpose, e.g., tax filing, loan application, personal records, etc.].

Please send the requested statement to my mailing address listed above or my email address at [Your Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]