

[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],

I hope this letter finds you well. I am writing to formally request a copy of my bank statement for the account listed below:

Account Holder Name: [Your Full Name]

Account Number: [Your Account Number]

Statement Period: [Specify the date range, e.g., "from January 1, 2023, to March 31, 2023"]

I require this statement for [briefly explain the reason, e.g., "personal record-keeping" or "loan application purposes"].

Please let me know if there are any forms I need to complete or if there are any fees for providing this document. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if mailing a hard copy)]

[Your Printed Name]