

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

Dear [Bank's 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 number [Your Account Number] for the period of [Start Date] to [End Date].

The statement is needed for [reason for the request, e.g., tax purposes, loan application, etc.]. I would appreciate it if you could send the statement to my address mentioned above or to my email at [Your Email Address].

Thank you for your assistance. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]