

[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],

I hope this letter finds you well. I am writing to formally request a copy of my bank statement for the account associated with my name, [Your Name], and account number [Your Account Number].

Please provide me with the statements for the period of [start date] to [end date]. If there are any fees associated with this request, kindly let me know in advance.

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

Sincerely,

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