

[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 for Tax Purposes

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to request a copy of my bank statement for the period of [start date] to [end date]. This statement is necessary for my tax filing purposes.

Please let me know if there are any forms I need to complete or any fees associated with this request. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

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

Sincerely,
[Your Name]