

[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 Loan Application

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 period of [start date] to [end date] to support my loan application with [Name of Lender].

My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

I would appreciate it if you could provide the requested statement at your earliest convenience. If there are any fees associated with this request or if additional information is needed, please let me know.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]