

[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 or "Customer Service"],
I hope this message 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].

I require this information for [reason, e.g., personal records, tax filing, loan application].

Please let me know if there are any forms or identification required to process this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

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