

[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 or Customer Service Department],
I hope this message finds you well. I am writing to request a copy of my
bank statement for my account [Your Account Number] for the period of
[specific date range].

I would appreciate it if you could send the statement to my email address
or my mailing address mentioned above.

Thank you for your assistance.

Sincerely,

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