

[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],

I hope this letter finds you well. I am writing to formally request a copy of my bank statement for my account, [Account Number], for the period of [Start Date] to [End Date].

Please send the requested statement to my mailing address or provide it via email at [Your Email Address].

If you require any further information to process this request, please do not hesitate to contact me at [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]