

[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/ Customer Service],

I hope this message finds you well. I am writing to request a copy of my bank statement for the account listed below:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Statement Period: [Specify the date range, e.g., "from January 1, 2023 to March 31, 2023"]

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]