

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

The Branch Manager
JK Bank

[Branch Address]
[City, State, ZIP Code]

Subject: Request for Bank Statement

Dear Sir/Madam,

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

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Statement Period: [Start Date] to [End Date]

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

Thank you for your assistance in this matter.

Sincerely,

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