

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank's Name]
[Branch Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for NRI Account Statement

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a copy of my NRI account statement for the period of [Start Date] to [End Date]. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]