

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

Customer Service

RBC Royal Bank

[Branch Address or Customer Service Address]

[City, State, Zip Code]

Subject: Request for Bank Statement

Dear Sir/Madam,

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:\*\*** [Start Date] to [End Date]

Please send the requested statement to my mailing address or my email address provided above.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]