

[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]