

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for [Specific Document]

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request [specific document] related to my account [Account Number] held at your bank.

[Briefly explain the purpose of the request and any relevant details].

I would appreciate your prompt attention to this matter. Please let me know if you require any additional information or documentation from my side.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]