

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

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Bank Records

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request copies of my bank records 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]

Please let me know if there are any forms or fees associated with this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]