

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

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

Subject: Request for [Specific Document/Information]

Dear [Bank Manager's Name or Appropriate Contact],  
I hope this letter finds you well. I am writing to formally request  
[specific documents or information you need, e.g., bank statements, loan  
account information, etc.].

For your reference, my account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

I appreciate your prompt attention to this matter and would like to  
request that the information be sent to me by [preferred method of  
receiving documents, e.g., email, postal mail]. If you require any  
further information to process my request, please do not hesitate to  
contact me at the phone number or email address listed above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]