

[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 Statement for Visa Application

Dear [Bank Manager's Name],

I am writing to request a bank statement for my account [Account Number] for the period of [start date] to [end date]. I am currently in the process of applying for a visa and the statement is required as part of my documentation.

I would appreciate it if you could provide the statement at your earliest convenience. Please let me know if there are any fees associated with this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]