

[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

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request a copy of my bank statement for my account (Account Number: [Your Account Number]) covering the period from [Start Date] to [End Date].

I require this statement for [state reason, e.g., personal records, loan application, etc.]. Please let me know if there are any forms I need to fill out, or if there are any fees associated with this request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]