

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

Dear [Bank Manager's Name or Customer Service],

Subject: Request for Bank Statement Summary

I hope this message finds you well. I am writing to request a summary of my bank statements for my account with [Account Number] for the period of [Start Date] to [End Date].

For my records and financial management, I would appreciate it if you could provide the statement summary at your earliest convenience.

Thank you for your assistance.

Sincerely,  
[Your Name]