

[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 or Customer Service],
I hope this letter finds you well. I am writing to request a copy of my
bank statement for the account listed below:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Statement Period: [Start Date] to [End Date]

Please send the bank statement to my address mentioned above or to my
email at [Your Email Address]. If there are any fees associated with this
request, kindly let me know in advance.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]