

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

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

Subject: Bank Statement Request

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to formally request a copy of my bank statement for the account associated with [Your Account Number or Relevant Info] for the period of [Start Date] to [End Date]. This document is crucial for my financial management and is necessary for [reason: e.g., loan application, budget analysis, etc.].

Please let me know if there are any fees associated with this request or if you need any further information from me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]