

[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 the account number [Your Account Number] for the period of [Start Date] to [End Date].

The details of my account are as follows:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Type of Account: [Checking/Savings]

Please send my bank statement to the address mentioned above or my email address at [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]