

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

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

Dear [Bank Manager's Name],

Subject: Request for Bank Statement

I hope this letter finds you well. I am writing to formally request a copy of my bank statement for the account [Your Account Number] for the period of [specific dates].

I would appreciate your assistance in providing this statement at your earliest convenience, as it is needed for [reason for request, e.g., financial review, loan application, etc.].

Thank you for your attention to this matter. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]