

[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 Manager"],

Subject: Request for Bank Statement

I am writing to formally request a copy of my bank statements for the account [Your Account Number] for the period of [start date] to [end date].

Please let me know if you require any additional information to process my request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]