

[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 Sir/Madam],

I hope this letter finds you well.

I am writing to request a copy of my bank statement for my account

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

This information is needed for [explain reason, e.g., personal record, loan application, etc.].

Please let me know if you require any further information or documentation to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]