

[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 request a copy of my bank statement for my account with the following details:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Statement Period: [Start Date] to [End Date]

I would appreciate it if you could send the statement to my email address or postal address mentioned above at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]