

[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 my account referenced below.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Statement Period: [Specify the month/year or a specific date range]

Please send the requested statement to my address mentioned above or to my email address [Your Email Address]. If there are any fees associated with this request, kindly let me know.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]