

[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],

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 number [Your Account Number] for the period of [specific dates or month/year].

The details are as follows:

- Account Holder Name: [Your Name]
- Account Type: [Checking/Savings/Other]
- Time Period: [e.g., January 1, 2023 - January 31, 2023]

I require this bank statement for [reason - e.g., tax purposes, loan application, personal records].  
Please let me know if you need any further information or documentation to process my request.

Thank you for your prompt attention to this matter. I look forward to your reply.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]