

[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 Department],

Subject: Request for Bank Statement

I hope this message finds you well. I am writing to request a copy of my bank statement for the account numbered [account number] for the period of [start date] to [end date].

The details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Statement Period: [Start Date] to [End Date]

Please send the requested statement to my email address or to my mailing address provided above. If you require any further information or identification for processing this request, please feel free to contact me at [your phone number].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]