

[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],

Subject: Request for Bank Statement

I am writing to formally request a bank statement for my account [Your Account Number] for the period of [start date] to [end date].

Please send the requested statement to my address mentioned above or to my email address if possible.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number]