

[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 or Customer Service Department],
I hope this letter finds you well. I am writing to formally request a
copy of my 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 as mentioned above or
provide it via email at [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,
[Your Name]