

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Bank's Address]
[City, State, ZIP Code]

Subject: Request for Bank Statement

Dear [Recipient's Name or "Customer Service"],
I hope this message finds you well. I am writing to request a bank statement for my account ([Your Account Number]) for the period of [Start Date] to [End Date].

Please send the statement to my email address or my mailing address mentioned above. If there are any fees associated with this request, kindly let me know in advance.

Thank you for your assistance.

Sincerely,
[Your Name]