

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

[Bank Manager's Name]  
[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Account Statement

I hope this letter finds you well. I am writing to request a copy of my account statement for my bank account [Account Number] for the period [Start Date] to [End Date].

I need this statement for [briefly state the reason, e.g., personal record keeping, loan application, etc.].

Please let me know if you require any further information or documentation to process my request. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number] (if needed)