

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

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

Dear [Bank Manager's Name],

Subject: [Subject of the Request]

I hope this letter finds you well.

I am writing to formally request [briefly describe the request, e.g., a loan, statement, account information, etc.]. Due to [reason for the request], I would appreciate your assistance with this matter.

[Provide any specific details related to your request, such as account numbers, amounts, deadlines, etc.].

Please let me know if you require any further information or documentation to process my request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number (if applicable)]