

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

Subject: Request for Bank Statement for Account Verification

Dear [Bank Manager's Name or Customer Service],  
I hope this message finds you well. I am writing to request a copy of my bank statement for account verification purposes.

**\*\*Account Details:\*\***

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Statement Period: [Start Date] to [End Date]

I would appreciate it if you could send the requested statement to my email or mailing address as provided above.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]