

[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]