

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

Subject: Request for Bank Statement for Audit Purposes

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request a copy of my bank statement for the account listed below for the purpose of an upcoming audit.

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Statement Period: [Start Date] to [End Date]

Please send the requested statements to the address provided above, or you may email them to my email address listed above. If there are any fees associated with this request, kindly let me know in advance.

Thank you for your attention to this matter. I appreciate your prompt assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]