

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

Dear [Bank Manager's Name],

Subject: Request for Bank Statement

I hope this message finds you well. I am writing to formally request a copy of my bank statements for the past [specify time period, e.g., three months] for my account [Your Account Number].

The statements are needed to assist with my application for financial assistance. Please let me know if there are any forms I need to fill out or any fees associated with this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]