

[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

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a bank statement for my account [Your Account Number] for the period of [Start Date] to [End Date]. This statement is required for immigration purposes. Please ensure that the statement includes my account details, transaction history, and balance information. If possible, I would appreciate receiving the statement in both printed and electronic formats.

Thank you for your assistance in this matter. If you need any further information, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Type (e.g., Checking, Savings)]