

[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 Loan Application

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request my bank statements for the past [specify duration, e.g., 6 months] as part of my loan application process.

My account details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]

Please send the requested bank statements to my email address at [Your Email Address] or to my mailing address listed above.

Thank you for your assistance.

Sincerely,  
[Your Name]