[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 message finds you well. I am writing to request a bank statement for my personal account ([Account Number]) for the period of [start date] to [end date]. The statement is needed for [specify reason, e.g., personal records, loan application, etc.]. Please let me know if you require any further information or identification to process my request. I appreciate your assistance in this matter. Thank you for your prompt attention to this request. Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]