

[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 formally request a copy of my bank statement for my account [Your Account Number] for the specific period from [Start Date] to [End Date].

The statement is required for [insert reason, e.g., personal record-keeping, tax purposes, loan application, etc.]. I would appreciate it if you could provide the statement at your earliest convenience.

Thank you for your assistance in this matter. If you need any further information, please feel free to contact me.

Sincerely,
[Your Name]