

[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 Tax Purposes

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request a copy of my bank statements for the account [Your Account Number] for the period of [Start Date] to [End Date]. I require these statements for tax purposes.

Please let me know if there are any forms I need to complete or fees associated with this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]