

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name or Customer Service],

Subject: Request for Bank Statement

I hope this letter finds you well. I am writing to request a copy of my bank statement for the account listed below for the period of [Start Date] to [End Date].

Account Name: [Your Name]

Account Number: [Your Account Number]

I require the bank statement for [reason for request, e.g., tax purposes, loan application, etc.]. I would appreciate it if you could send the statement to my address listed above or via my email at [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]