

[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 copy of my bank statement for the account number [Your Account Number] for the period of [start date] to [end date].

Please let me know if any additional information is required. Thank you for your assistance.

Sincerely,

[Your Name]