

[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 formally request a copy of my bank statement for the account listed below.

**\*\*Account Holder Name:\*\*** [Your Name]

**\*\*Account Number:\*\*** [Your Account Number]

**\*\*Statement Period:\*\*** [Start Date] to [End Date]

I would appreciate it if you could send the requested statement to my email address listed above or to my mailing address provided in the heading of this letter.

If there are any forms or fees required to process this request, please let me know, and I will comply promptly.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]