

[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 period of [Start Date] to [End Date].

The statement is needed for [brief reason for request, e.g., personal records, financial planning, tax filing, etc.]. I would appreciate it if you could send the statement to my email address listed above or to my address mentioned at the top of this letter.

Thank you for your assistance with this matter. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]