

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

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

Subject: Inquiry Regarding Bank Statement

I hope this message finds you well. I am writing to request a copy of my bank statement for [specify the month/year or time period] as I have not received it yet. My account number is [Your Account Number].

I would appreciate it if you could assist me with this matter at your earliest convenience. Please let me know if you require any further information to process my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]