

[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 held at your institution.

Account Name: [Your Account Name]

Account Number: [Your Account Number]

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

Please send the requested statement to my email address provided above or to my mailing address.

Thank you for your prompt attention to this matter. I look forward to your soon response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]