

[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 kindly request a copy of my bank statement for my account [Your Account Number] for the period of [Start Date] to [End Date].

Please send the requested statement to my address listed above or, if possible, to my email.

Thank you for your assistance.

Sincerely,
[Your Name]