

[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 / Customer Service],

I hope this message finds you well. I am writing to request a copy of my bank statement for the account number [Your Account Number] for the period of [Start Date] to [End Date].

Please let me know if there are any forms or identification needed to process my request. I appreciate your assistance and prompt attention to this matter.

Thank you.

Sincerely,

[Your Name]