

[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 request a copy of my bank statement for the following account:

Account Name: [Your Name]

Account Number: [Your Account Number]

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

I need this statement for [brief reason for request, e.g., financial review, tax purposes, loan application].

Please send the requested document to my address listed above or via email at [Your Email Address] if possible. If you require any additional information to process my request, feel free to contact me at [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]