

Account Statement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request a statement of my account for the period of [Insert Period]. My account number is [Insert Account Number].

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

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

Sincerely,

[Your Signature]

[Your Printed Name]