

Request for Account Statement

Date: [Insert Date]

To: [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 copy of my account statement for my personal account, which is associated with the following details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Time Period: [Specify Time Period, e.g., January 2023 to Present]

For personal record-keeping purposes, I would appreciate it if you could send me the statement electronically to my email address: [Your Email Address], or via postal mail at the address listed below:

[Your Address]

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

Sincerely,

[Your Name]

[Your Contact Number]