

Official Bank Statement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request an official copy of my bank statement for my account (Account Number: [Your Account Number]) for the period of [Start Date] to [End Date].

This statement is needed for [state reason, e.g., tax filing, loan application, etc.].

Please let me know if you require any further information to process this request. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]