

# Account Statement Request

Date: [Insert Date]

To: [Bank Name]

Address: [Bank Address]

Dear [Bank Manager's Name],

I am writing to request an electronic statement of my account number [Your Account Number] for the period of [Start Date] to [End Date].

Please send the statement to my registered email address: [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]