

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request a personal account statement for my account, [Your Account Number], for the period of [Start Date] to [End Date]. I would appreciate it if you could send me the statement via [preferred method: email or postal mail].

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

Sincerely,

[Your Name]