

Bank Statement Request for Tax Purposes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Bank Statement

Dear [Bank Manager's Name],

I am writing to request my bank statements for the period of [Insert Start Date] to [Insert End Date] for tax purposes. My account number is [Insert Account Number].

Due to the approaching tax deadline, I would appreciate it if you could send me the statements at your earliest convenience. You may send them to my address listed above or via email at [Insert Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]