

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request a bank statement for my personal account ([Your Account Number]) for the period of [start date] to [end date]. I require this statement for [reason for request, e.g., tax purposes, loan application, etc.].

Thank you for your assistance. Please let me know if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]