

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 a copy of my electronic bank statement for my account (Account Number: [Your Account Number]) for the period of [Start Date] to [End Date]. I would appreciate it if you could send it to my email address mentioned above.

If you need any further information or verification, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]