

Request for Historical Bank Statement

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 historical bank statements for my account [Account Number] for the period of [Start Date] to [End Date]. I require these statements for [reason for request, e.g., personal records, tax purposes, etc.].

Please let me know if there are any forms or identification needed to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]