

Urgent Bank Statement Request

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 urgently request a copy of my bank statement for the account number [Insert Account Number] covering the period of [Start Date] to [End Date].

This is an urgent matter as I need the statement for [briefly state the reason, e.g., loan application, legal matter, etc.]. I would appreciate it if you could expedite this request as much as possible.

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

Sincerely,

[Your Name]