## **Formal Letter**

Dear [Bank Manager Name],

I am writing to request a detailed bank statement for my account number [Account Number] for the period from [Start Date] to [End Date].

Please provide the statement at your earliest convenience, either by mail to my registered address or via email at [Email Address]. I appreciate your prompt assistance in this matter.

Thank you,

[Your Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/bank-statement-request-letter