

# Sample Formal Letter to Bank Manager Requesting Monthly Bank Statement

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

The Branch Manager  
[Bank Name]  
[Branch Name]  
[Branch Address]  
[City, State, ZIP Code]

**Subject:** Request for Monthly Bank Statement

Dear Sir/Madam,

I am writing to formally request a copy of my monthly bank statement for my account held at your branch. Please find my account details below:

- **Account Holder's Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Period Requested:** [Month and Year]

The statement is required for my personal record-keeping and financial tracking. I would appreciate it if you could provide the statement at the earliest convenience, either as a printed copy at the branch or as a digital copy to my registered email address.

Kindly let me know if you require any further information or documents to process my request.

Thank you for your assistance.

Yours faithfully,  
[Your Name]