

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Missing Bank Statements - Account Number: [Your Account Number]

Dear Customer Service Team,

I am writing to formally request official copies of my bank statements for the account mentioned above. These documents are required for my mortgage application process.

I require statements for the following period(s):

- [Start Date] to [End Date]

Please ensure that these statements include the bank's logo, my full name, account number, and all transaction history for the specified dates. If there are any fees associated with this request, please let me know or deduct them directly from my account.

Please send the documents via [Email/Standard Mail] to the address listed above. As my mortgage application is time-sensitive, I would appreciate it if these could be provided as soon as possible.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]