

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

[Date]

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

RE: Request for Bank Statement - Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request a copy of my bank statement for the period of [Start Date] to [End Date].

I require this statement to provide official documentation for a gift fund transfer that was deposited into my account. This documentation is necessary for my mortgage application process to verify the source and receipt of these funds.

Please ensure the statement clearly shows:

- The account holder's name and account number.
- The specific transaction representing the gift deposit of [Amount].
- The running balance before and after the deposit.

Please let me know if there are any fees associated with this request or if you require further identification. I would appreciate it if you could send the document via [Email/Mail/Pickup].

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]