

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

[Date]

[Bank Name]
[Department Name, e.g., Customer Service]
[Bank Address]
[City, State, Zip Code]

Subject: Notification of Missing Bank Statement

Dear [Bank Contact Person or Customer Service Team],

I am writing to inform you that I have not received my bank statement for the following account:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Statement Period:** [Start Date] to [End Date]

I usually receive my statements by [Mail / Email] around the [Day] of each month. However, the statement for the period mentioned above has not arrived.

Please investigate this matter and provide a copy of the missing statement at your earliest convenience. If there have been any changes to my delivery preferences or if there are issues with my mailing address on file, please let me know.

Thank you for your prompt attention to this request. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]