

# Account Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to inquire about the status of our business banking account with [Bank Name]. Our account number is [Account Number]. We would like to obtain detailed information regarding our recent transactions, current balance, and any potential fees that may apply.

Additionally, we are interested in exploring any available services that could benefit our business, such as overdraft protection and line of credit options.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]