

Balance Inquiry Letter

Date: [Insert Date]

To,

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Balance Inquiry for Account No. [Insert Account Number]

Dear Sir/Madam,

I am writing to request a balance inquiry for my account with the following details:

- Account Holder Name: [Insert Your Name]
- Account Number: [Insert Account Number]
- Account Type: [Insert Account Type]

Kindly provide me with the current balance of my account along with any recent transactions if possible. I would appreciate your prompt response to this inquiry.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Contact Number]