

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Bank/Financial Institution's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name or Customer Service],

I hope this message finds you well. I am writing to inquire about the current balance on my account. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

I would appreciate it if you could provide me with the latest balance information at your earliest convenience. If there are any forms or further information you require from my side, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]