

Request for Account Balance Statement

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

Bank Name
Bank Address
City, State, Zip Code

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request a statement of my account balance for account number [insert account number] as of [insert date].

Please include all relevant transactions and any pertinent information regarding my account. This information is vital for my personal records and financial planning.

Sincerely,
[Your Name]