

Letter of Request for Current Account Balance

Date: [Insert Date]

[Your 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 hope this message finds you well. I am writing to formally request the current balance of my bank account held with [Bank Name]. My account number is [Your Account Number].

For my records and financial planning, I would appreciate it if you could provide me with this information at your earliest convenience.

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

Sincerely,

[Your Name]