

Request for Account Balance Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Bank/Company Name]

[Bank Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a review of my account balance for account number [Your Account Number].

Due to [brief reason for the request, e.g., discrepancies, errors, etc.], I would appreciate it if you could provide me with a detailed statement of my recent transactions and the current balance.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]