

# Account Balance Inquiry

Date: [Insert Date]

To: [Bank Name]

Address: [Bank Address]

Subject: Account Balance Inquiry

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to request information regarding the current balance of my account.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Could you please provide me with the most recent balance as well as any pending transactions? I would greatly appreciate your prompt response to this inquiry.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]