

Account Balance Verification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To whom it may concern,

We are writing to request a verification of the account balance for the following account:

Account Holder Name: [Account Holder Name]

Account Number: [Account Number]

Requested Balance Verification Date: [Insert Date]

Please confirm the current balance of the above-mentioned account at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]