

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Fund Confirmation Inquiry

I am writing to formally request confirmation regarding the funds held in my account with your bank. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Account Type: [Type of Account]

As part of my records and for upcoming transactions, I would appreciate receiving a confirmation of the current balance and any pertinent information regarding the status of the funds in my account.

Please do not hesitate to contact me if you require any further information or documents to assist with this request.

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

Sincerely,  
[Your Name]