

Account Balance Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request a verification of my account balance for the following account:

Account Name: [Your Name]

Account Number: [Your Account Number]

Type of Account: [Checking/Savings]

Please provide me with the current balance as of [Insert Date]. This information will be used for [State Purpose, e.g., loan application, personal records].

Thank you for your assistance in this matter. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]