

Account Balance Confirmation Request

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 request a confirmation of my account balance for account number [Insert Account Number]. Please provide the current balance and any pertinent details related to the account.

Thank you for your assistance.

Sincerely,

[Your Name]