

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Date

To Whom It May Concern,  
[Organization Name]  
[Organization Address]  
City, State, Zip Code

Dear Sir/Madam,

I am writing to inquire about the status of my savings bonds. I purchased these bonds on [Purchase Date], and I would like to know the current value and any pertinent details regarding them.

For your reference, the details of the bonds are as follows:

- Bond Serial Number: [Serial Number]
- Amount: [Amount]

Please let me know if you need any additional information to assist with my inquiry. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]