

# Corporate Banking Account Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Bank Manager's Name]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

## **Subject: Inquiry Regarding Corporate Banking Account**

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to inquire about our corporate banking account with [Bank Name]. We would like to request the following information:

- Current account balance
- Recent transactions
- Account maintenance fees and charges
- Any outstanding documents or actions required from our side

Please let us know if you require any additional information from our end to process this inquiry.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]