

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Bank Balance Inquiry

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to inquire about the current balance of my account with [Bank Name].

Account Name: [Your Account Name]

Account Number: [Your Account Number]

I would appreciate it if you could provide me with my balance at your earliest convenience. If you require any additional information to process this inquiry, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]