

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

[Recipient Name]
[Bank/Company Name]
[Bank/Company Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Account Number [Your Account Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about my account number [Your Account Number]. I would like to request [specific information or action you need regarding the account].

Please let me know if any further information is required from my side to assist with this request.

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

Sincerely,
[Your Name]