

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

Dear [Recipient Name],

Subject: eWallet Balance Inquiry

I hope this message finds you well. I am writing to inquire about the current balance of my eWallet account associated with the email address [your email address] or account number [your account number].

I would appreciate it if you could provide me with the latest balance information at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]