

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

Customer Service Department  
FNB Bank

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

Dear FNB Bank Customer Service,  
Subject: [Subject of Your Letter]

I hope this message finds you well. I am writing to [briefly explain the purpose of your letter, e.g., inquire about a specific service, request assistance, or address a concern].

[Provide a detailed but concise explanation of your situation or request. Include any relevant account numbers or details necessary for your case.]

I would appreciate your prompt attention to this matter and look forward to your response. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Account Number, if applicable]