

[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 Customer Service Team,

Subject: Inquiry Regarding [Specific Topic]

I hope this letter finds you well. I am writing to inquire about
[specific reason for inquiry, e.g., account details, loan options,
service issues].

[Provide any relevant details about your account or the specific issue
you are inquiring about, such as account number or previous
correspondence].

I would appreciate your assistance in providing clarity on this matter.

If possible, please send me the relevant information or direct me to the
appropriate department.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]