

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

FNB Bank

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

Dear [Recipient's Name or "FNB Bank Customer Service"],  
Subject: Request for [specific request, e.g., account statement, loan  
information, etc.]

I hope this letter finds you well.

I am writing to formally request [clearly state your request, e.g., an  
account statement, information on loan options, etc.]. My account details  
are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

I would appreciate it if you could provide the requested information at  
your earliest convenience. Should you require any further details or  
documentation to process my request, please do not hesitate to contact  
me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]