

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

[Recipient's Name]
[Company/Institution Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Balance Statement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a detailed statement of my account balance with [Company/Institution Name]. My account number is [Your Account Number].

I would appreciate it if you could provide me with the current balance along with a breakdown of any recent transactions or pending charges. This information is crucial for my financial planning and record-keeping. Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]