

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

[Recipient Name]  
[QNB Branch Name or Customer Service Department]  
[Bank Address]  
[City, State, Zip Code]

Dear [Recipient Name or "Customer Service Manager"],  
Subject: Inquiry Regarding [Specific Inquiry Topic]  
I hope this letter finds you well. I am writing to inquire about [brief description of the inquiry, e.g., account balance, loan application status, service charges, etc.].

I have been a customer of QNB since [Year] and my account number is [Account Number]. I would appreciate any information you can provide regarding [specific details or questions you have].

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

Sincerely,  
[Your Name]