

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

Customer Service

RBC Bank

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

Subject: Inquiry Regarding Account [Account Number]

Dear RBC Customer Service,

I hope this letter finds you well. I am writing to inquire about my account [Account Number]. I would like to request information regarding [specific issues or questions you have about your account, e.g., recent transactions, fees, balance, etc.].

For your reference, my account details are as follows:

- Account Holder Name: [Your Name]
- Account Type: [Checking/Savings/Other]

I would appreciate your prompt response to my inquiry. If necessary, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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