

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
TTCU Federal Credit Union
[Branch Address]
[City, State, ZIP Code]

Dear [Recipient Name],
Subject: Balance Inquiry

I hope this letter finds you well. I am writing to request information regarding the current balance of my account with TTCU Federal Credit Union. My account number is [Your Account Number]. Please provide me with the details of my account balance as of [desired date]. If you require any further information or documentation to process my request, please do not hesitate to contact me at the phone number or email address listed above.

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

Sincerely,
[Your Name]