

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Bank Verification Request

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request verification of my bank account details for [specific purpose, e.g., loan application, employment verification, etc.].

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Branch: [Your Branch Name]

Please provide the following verification details:

1. Account status
2. Account balance
3. Account opening date

If you require any additional information or documentation to process my request, please let me know.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]