

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

Customer Service

Vystar Credit Union

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

Subject: Inquiry Regarding Account Details

Dear Vystar Customer Service,

I hope this message finds you well. I am writing to request information regarding my account details. Below are my account specifics for your reference:

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

I would appreciate your assistance in providing me with the following information:

1. Current account balance
2. Recent transaction history
3. Any pending transactions

Please let me know if you require any further information to process my request. Thank you for your attention to this matter.

Sincerely,

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