

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

Customer Service

Vystar Credit Union

[Branch Address or Customer Service Address]

[City, State, Zip Code]

Dear Vystar Customer Service,

Subject: Account Balance Inquiry

I hope this letter finds you well. I am writing to request an inquiry regarding the balance of my account with Vystar Credit Union.

**\*\*Account Details:\*\***

- Account Holder Name: [Your Full Name]

- Account Number: [Your Account Number]

I would appreciate it if you could provide me with the current balance of my account as of [specific date you are inquiring about] and any recent transactions that may be affecting my balance.

Please feel free to contact me at [your phone number] or [your email address] should you need any further information to process my request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]