

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

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

Subject: Zero Balance Account Confirmation

Dear [Bank Manager's Name],

I hope this letter finds you well.

I, [Your Name], holding an account with your esteemed bank (Account Number: [Your Account Number]), would like to formally request confirmation regarding my account's zero balance status.

As of [specific date], my account balance is zero, and I would appreciate an official confirmation of this status for my personal records.

Please let me know if you require any additional information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]