

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

Subject: Request for Zero Balance Account Correction

Dear [Bank's Customer Service/Account Manager's Name],

I hope this message finds you well. I am writing to formally request a correction regarding my account, [Account Number], which has been marked as a zero balance account.

Upon reviewing my account statements, I noticed that the balance reflected does not accurately represent the transactions and deposits made. I kindly ask you to review the records and update my account accordingly.

Please find attached copies of relevant statements and deposit slips for your reference. I would appreciate your prompt attention to this matter and any assistance you can provide to resolve this issue.

Thank you for your cooperation. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]