

[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 Maintenance

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request the continuation of my zero balance account, [Account Number], which I hold at [Bank's Name].

Due to [brief explanation of your situation, e.g., financial circumstances, student status, etc.], maintaining a zero balance is crucial for me. I appreciate the services provided by your bank and wish to continue my banking relationship without incurring any maintenance fees.

Please let me know if you require any additional documentation or information in support of my request. I look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]