

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

Subject: Request for Zero Balance Account Statement

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a statement for my account, [Account Number], which is currently showing a zero balance.

For my records and financial planning, I would appreciate it if you could provide me with the official statement detailing the account activity. Please let me know if any further information is required to process my request. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]