

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

Subject: Request for Zero Balance Account Tracking

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to request the tracking of my zero balance account, [Account Number], opened on [Account Opening Date].

Due to [reason for tracking], I would appreciate your assistance in monitoring the account activity. This will help me stay informed and ensure that all transactions are accurate and any necessary actions can be taken promptly.

Please let me know if there are any specific steps I need to follow or forms that need to be completed to set up this tracking service.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]