

[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 Update

Dear [Bank Representative's Name],

I hope this letter finds you well. I am writing to request an update regarding my zero balance account with your bank.

Account Number: [Your Account Number]

Account Holder Name: [Your Name]

As per my records, my account has been maintained at a zero balance. I kindly ask you to provide me with a confirmation of this status and any additional information regarding the account's current standing.

If there are any formalities or further steps required on my part for this update, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]