

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

Subject: Verification of Zero Balance Account

Dear [Bank Manager's Name or Customer Service],  
I hope this letter finds you well. I am writing to request verification regarding my account with zero balance, as per the account statement provided to me.

Account Details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Branch Name: [Your Branch Name]

I would appreciate it if you could confirm the current status of my account and any relevant information related to the zero balance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]