

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Bank Name]  
[Bank Address]  
[City, State, Zip Code]  
Subject: Bank Balance Inquiry  
Dear [Bank Manager's Name],  
I hope this letter finds you well. I am writing to request an inquiry  
regarding my bank account balance.  
Account Holder Name: [Your Name]  
Account Number: [Your Account Number]  
Type of Account: [Checking/Savings]  
I would appreciate it if you could provide me with the most recent  
balance and any relevant details regarding my account activity.  
Thank you for your attention to this matter. I look forward to your  
prompt response.  
Sincerely,  
[Your Name]  
[Signature (if sending a hard copy)]