

Provisional Account Balance Confirmation Request

Subject: Request for Provisional Account Balance Confirmation

Dear [Bank Name],

I am writing to request a provisional confirmation of my account balance in account number [Account Number] as of [Date]. This confirmation is required for internal audit purposes and will assist in reconciling our records.

Thank you for your prompt response.

Sincerely,

[Your Name]

[Position / Company, if applicable]

Get more templates here:

<https://www.lettersandtemplates.com/letters/account-balance-confirmation-letter-sample>