

Bank Balance Confirmation Letter Sample

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Bank Balance Confirmation Letter

Dear Sir/Madam,

I am writing to formally request a balance confirmation for my savings/current account [Account Number] with your esteemed bank. Please find below the account details for your reference:

Account Holder's Name: [Your Full Name]

Account Number: [Your Account Number]

Type of Account: [Savings/Current]

Branch: [Branch Name]

Account Opening Date: [Date of Account Opening]

I kindly request you to provide a written confirmation of the current balance in my account as of [Date], which is the most recent available balance. This confirmation is required for [mention the purpose - e.g., audit, visa application, financial planning, etc.].

I understand that you may have specific procedures for handling balance confirmation requests. If any additional forms or documentation are required from my end, please inform me at your earliest convenience. I am willing to provide any necessary information to facilitate this process.

Please send the balance confirmation letter to the following address:

[Your Mailing Address]

If possible, I kindly request you to expedite this process as [mention the reason for urgency, if applicable - e.g., time-sensitive matter, upcoming deadline, etc.].

I appreciate your prompt attention to this matter and thank you for your assistance. Should you require any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a physical letter)]

[Your Full Name]