

# Bank Balance Confirmation Letter

[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

To Whom It May Concern,

I am writing this letter to formally request confirmation of the current balance in my account [Account Number] with your esteemed bank. This confirmation is required for [state the purpose of the confirmation, e.g., visa application, loan approval, financial audit, etc.].

Please find the account details below:

Account Holder Name: [Your Full Name]

Account Number: [Your Account Number]

Type of Account: [Savings/Checking/Current]

Account Opening Date: [Date of Account Opening]

Branch Name: [Name of Branch]

Branch Address: [Branch Address]

I kindly request you to provide me with a written confirmation of my account balance as of [specific date, e.g., August 1, 2023]. This information is essential for the aforementioned purpose, and I would greatly appreciate your prompt attention to this matter.

If possible, I kindly request that the confirmation letter be sent to the following address:

[Your Preferred Mailing Address]

[City, State, Zip Code]

Alternatively, you may also send the confirmation letter via email to [Your Email Address] for faster communication.

Should you require any additional information or documentation to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

I sincerely thank you for your cooperation and prompt attention to this matter. Your timely response will be highly appreciated.

Yours sincerely,

[Your Signature]

[Your Full Name]

Enclosures: [List any enclosures, such as identification documents or authorization forms, if applicable]