Casual Bank Balance Request Email

Subject: Bank Balance Confirmation Needed

Hello [Bank Officer Name],

Could you please confirm the current balance of my account [Account Number]? I need the balance as of [Date] for my personal records.

Thanks in advance for your help.

Cheers,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/bank-balance-confirmation-letter