

Official letter confirming account balance

Subject: Request for Bank Account Balance Certificate

Dear [Bank Manager's Name],

I am writing to request a bank certificate for my account [Account Number] held at [Bank Name]. The certificate should reflect the current balance and account status as of [Date].

Please let me know if any additional information or documents are required to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/bank-certificate-letter>