Official confirmation of account details and status

Subject: Request for Account Status Certificate

Dear [Bank Manager's Name],

I kindly request a certificate stating the status of my account [Account Number] at [Bank Name] including the current balance and account type. This is needed for [Purpose, e.g., verification for legal or financial purposes].

I would appreciate it if the certificate can be issued promptly.

Thank you,

[Your Name]

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