

Professional Bank Balance Confirmation Template

Subject: Closing Balance Confirmation Request for Account [Account Number]

Dear [Bank Manager/Account Officer Name],

I am writing to formally request a closing balance confirmation letter for my account held with your esteemed bank. Please find the relevant details below:

Account Holder Name: [Your Full Name]

Account Number: [Complete Account Number]

Account Type: [Savings/Current/Fixed Deposit]

Branch: [Branch Name and Code]

Date of Account Closure: [DD/MM/YYYY]

I require this confirmation for [audit purposes/tax filing/employment verification/loan application]. The letter should clearly state the final balance amount and the date of account closure.

Please ensure the letter is printed on official bank letterhead and includes the bank's seal and authorized signature. If there are any fees associated with this service, kindly inform me in advance.

I would be grateful if you could process this request at your earliest convenience. I am available at [phone number] or [email address] for any clarifications.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Signature]

[Date]

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