

**Bank of Example**  
**123 Trustworthy Avenue**  
**Example City, EX 45678**  
**Phone: (123) 456-7890**

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Date:

To whom it may concern,

This letter is to officially confirm the balance of the account held by:

Account Holder Name:

Account Number:

Account Type:

As of , the balance of the above account is:

**Amount: \$**

Should you require any additional information, please do not hesitate to contact us.

Sincerely,

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Bank Official's Name  
Position  
Bank of Example