

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

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,

Bank Official's Name
Position
Bank of Example