To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Confirmation Letter for Balance Confirmation by Bank**

Dear Mr./Mrs. [name of Recipient],

I am writing this letter in response to your request for confirmation of your bank balance for the account title, [mention account title] bearing the account number [mention the account number]. The total balance in your account as on [mention date] is [mention amount].

Please make sure to find the attached bank statement with this letter. For further queries feel free to contact me.

Best regards.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]