

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Zero Balance Account Maintenance

Dear [Customer Name],

This letter serves as formal confirmation regarding the status of your bank account held with [Bank Name].

Account Details:

Account Type: [Type of Account]

Account Number: [Account Number (Masked)]

We are writing to confirm that the above-mentioned account is currently maintained as a Zero Balance Account (ZBA). As of [Date], the records indicate that the available balance is 0.00 [Currency].

Please be advised that under the terms of this account type:

- The account remains active and open for future transactions.
- No minimum balance maintenance fees will be applied at this time.
- [Optional: Any funds deposited will be automatically transferred to your master account ending in XXXX].

If you have any questions regarding this notification or your account status, please contact your Relationship Manager or visit our nearest branch.

Thank you for banking with [Bank Name].

Sincerely,

[Authorized Signatory Name]

[Title/Designation]

[Bank Name]