

[BANK NAME]

[Branch Name / Department]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Website/Email]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: [Subject Line]

Dear [Recipient Name],

[Body Paragraph 1: State the purpose of the letter.]

[Body Paragraph 2: Provide specific account details or required information.]

[Body Paragraph 3: Closing remarks and contact instructions.]

Sincerely,

[Signature Field]

[Full Name of Bank Official]

[Job Title]

[Employee ID/NMLS Number]