

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Inquirer Name]
[Inquirer Address]
[City, State, Zip Code]

RE: Response to Account Inquiry - [Reference Number/Account Number Provided]

Dear [Inquirer Name],

We are writing in response to your inquiry dated [Date of Inquiry] regarding the status of an account under the name [Name on Inquiry].

After a thorough search of our records using the information provided, we have been unable to locate an active account associated with these details. Our system indicates that there is currently no open or existing account registered with [Your Company Name] for this individual or entity.

If you believe this information is in error, please provide additional documentation, such as a full social security number, a previous account statement, or a specific date of birth, so that we may conduct a more detailed search.

If you have any further questions, please contact our customer service department at [Phone Number].

Sincerely,

[Your Name/Department]
[Your Title]
[Your Company Name]