

**Date:** [Insert Date]

**To:** [Recipient Name]  
[Company Name]  
[Address Line 1]  
[Address Line 2]

**Subject:** Confirmation of Zero Balance Account (ZBA) Sweep Transfer

Dear [Recipient Name],

This letter serves as official confirmation of the funds transfer completed via the Zero Balance Sweep arrangement for the period ending [Date/Period].

In accordance with the standing instructions for Account Number: [Subsidiary Account Number], a sweep has been executed to maintain a zero balance. The details of the transfer are as follows:

- **Subsidiary Account Name:** [Account Name]
- **Master Account Number:** [Master Account Number]
- **Transfer Amount:** [Currency/Amount]
- **Transaction Reference Number:** [Reference Number]
- **Transfer Direction:** [Sweep to Master / Replenish from Master]

As of the close of business on [Date], the balance of the subsidiary account mentioned above has been restored to zero. These funds have been consolidated into the designated Master Account for liquidity management and investment purposes.

Please update your internal ledgers to reflect this automated transfer. If you have any questions regarding this transaction, please contact the Treasury Department at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
[Name of Sender]  
[Title/Position]  
[Department Name]