

Date: [Insert Date]

To:

[Financial Institution Name]

[Department Name]

[Street Address]

[City, State, Zip Code]

Subject: Updated Asset Verification Request - [Account Holder Name]

Dear [Contact Person or Department],

I am writing to request an updated verification of assets for the following account(s) held at your institution:

- **Account Name:** [Name on Account]
- **Account Number(s):** [Last four digits of Account Number(s)]
- **Account Type:** [e.g., Savings, Checking, Investment]

Please provide a formal statement or letter confirming the following current information:

1. Current balance as of [Insert Date].
2. Average balance for the past [Number] months.
3. Date the account was opened.
4. Any current encumbrances or liens against the assets.

This information is required for [State Reason, e.g., mortgage application, audit, or legal verification]. Attached to this letter, please find a signed authorization form permitting the release of this information.

Please forward the requested documentation to [Recipient Name/Organization] via [Email Address or Fax Number] or by mail to the address listed below.

Thank you for your prompt attention to this matter. If you have any questions, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Mailing Address]