

[Date]

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

Subject: Confirmation of Account Status and Balance

Dear [Customer Name],

This letter is to formally confirm the current status and balance of your account with [Company Name] as of [Date].

Account Details:

- Account Name: [Account Holder Name]
- Account Number: [Account Number]
- Account Type: [e.g., Savings, Checking, Credit, Corporate]
- Account Status: [e.g., Active, Good Standing, Closed]

Balance Summary:

- Current Balance: [Currency Symbol][Amount]
- Available Balance: [Currency Symbol][Amount]

This information is provided based on our records at the time of this request. Please note that this balance may be subject to change due to pending transactions or interest accruals that have not yet been posted.

If you have any questions regarding this statement or require further assistance, please contact our customer service department at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Representative]
[Title/Position]
[Company Name]