

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Verification of Zero Balance for Account Number: [Account Number]

To Whom It May Concern,

This letter serves as official confirmation that the above-referenced account held at [Financial Institution/Company Name] currently maintains a zero balance.

As of [Date], our records indicate the following:

- **Account Holder:** [Customer Name]
- **Account Number:** [Account Number]
- **Current Balance:** \$0.00
- **Account Status:** [Active / Closed]

There are no outstanding charges, fees, or pending transactions associated with this account at this time.

Should you require any further information or additional documentation, please contact our customer service department at [Phone Number] or via email at [Email Address].

Sincerely,

[Authorized Signature]

[Name of Representative]

[Title/Position]

[Financial Institution/Company Name]