

Account Confirmation Letter

Subject: Account Confirmation Letter

Dear [Recipient's Name],

I am writing to confirm the details of my account with [Company Name]. I recently opened an account with your organization and would like to ensure that all the necessary information is accurate and up to date.

Here are the details of my account:

Account Holder's Name: [Your Name]

Account Number: [Account Number]

Account Type: [Checking/Savings/Investment]

Date of Account Opening: [Date of Opening]

Initial Deposit Amount: [Initial Deposit Amount]

I kindly request you to review this information and verify its accuracy. If there are any discrepancies or additional information required, please let me know as soon as possible so that I can provide the necessary documentation or make the required amendments.

Furthermore, I would like to take this opportunity to express my appreciation for the excellent service and assistance provided by your staff during the account opening process. I am confident that maintaining my account with [Company Name] will be a positive experience.

If you require any further information or have any questions, please do not hesitate to contact me at [Your Phone Number] or via email at [Your Email Address].

Thank you for your prompt attention to this matter. I look forward to continuing my relationship with [Company Name].

Yours sincerely,

[Your Name]