

Sample Bank Letter

(Please note this letter must be printed on original bank letterhead paper.)

Bank Letterhead and Logo

Bank 123 S. Main Street

PO Box 12345

Anywhere, Country

_____Date

To whom it may concern:

As of _____(Date), _____(Name of account holder/student) is a customer in good standing with _____(Name of Bank).

To the best of our knowledge and belief, he/she has sufficient funds available to pay the \$94,000 educational and living expenses for _____(Name of Student) while she/he studies at the University of Miami in the 2016-2017 academic year.

Please contact us if you have questions.

Sincerely,

_____Signature of Bank Officer

_____Name and Title of Bank Officer