

SAMPLE

<BANK LETTER>

YOUR FINANCIAL INSTITUTION LETTERHEAD

Date

Client 's Name

Client's Address

Client's City, State and Zip Code

Re: Checking Account # xxxx xxxx xxxx 1234 (last four digits only)
Savings Account # xxxx xxxx xxxx 1234 (last four digits only)

To Whom It May Concern:

This serves as confirmation that the aforementioned accounts are listed under the name(s) of (Client's Names). The accounts were established on (Date accounts were open).

Please be advised that (Client's Names) is a customer in good standing with (Name of Financial Institution). If you have any questions or concerns please call (Phone number of Financial Institution).

Sincerely,

Name of Bank Representative

Title

Name of Institution

STATE OF)
COUNTY OF) ss:

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public