

SAMPLE

<BANK LETTER>

YOUR FINANCIAL INSTITUTION LETTERHEAD

Date

Client 's Name
Client's Address
Client's City, State and Zip Code

Re: Checking Account # _____
Savings Account # _____

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). The current balance in the accounts are \$_____.

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