

**SAMPLE BANK LETTER
should be written on BANK LETTERHEAD**

Date:

Re: Account Holder's Name

To Whom It May Concern:

This letter is verification that the customer named above has an account at "name of bank" with a current balance of \$ **"exact dollar amount."**

Sincerely,

Bank Officer's Name

Bank Officer's Title

Original letter must be on bank letterhead and contain the following information:

Date written

Customer's name

Exact current balance

Title and original signature of Bank Officer