



Intensive English Institute  
Center for Global Engagement  
777 Glades Road DP- 49  
Boca Raton, FL 33431  
Tel: 561.297.0179  
[iei@fau.edu](mailto:iei@fau.edu)  
[www.fau.edu/iei](http://www.fau.edu/iei)

## SAMPLE BANK LETTER

Your Bank Letterhead

Name of Your Bank  
Address  
City and Country

Date (the date must be within the last 6 months from the start of the semester)

Intensive English Institute  
Florida Atlantic University  
777 Glades Road, DP-49  
Boca Raton, FL 33431  
USA

Re: *(student's name)*

To Whom It May Concern:

At the request of our client, *(name of person providing financial support to student)*, whose son/daughter/or other is applying to your institution, we are pleased to confirm the following:

1. *(Person providing support)* has had a banking relationship with us to our entire satisfaction since *(date account opened)*. We believe the sponsor can afford the US \$13,446\* per semester for tuition, fees and living expenses that the student may incur while studying at your institution.  
Choose **one** of the following three options:

1. The current balance is \_\_\_\_\_ (state amount).
2. The balance in the account is in the low five figures.
3. The balance in the account is in the mid five figures or higher.

Should you require additional information, please do not hesitate to contact the undersigned.

Yours truly,

*(Signed by bank officer)*  
Vice President *(title)*

**\*You will need to show +\$2,500 for spouse, +\$1,500 for each child under age 21 if you are requesting I-20 for dependents.**