

SAMPLE BANK LETTER

Your Bank Letterhead

Name of Your Bank
Address
City and Country

Date (the date must be within the last 6 months)

Intensive English Institute
Florida Atlantic University
777 Glades Road, CEH (31D)
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 \$8,965 per 14-week 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)*