

SAMPLE BANK LETTER

Your Bank's Letterhead

Your Bank
Address
City and Country

Date (*the date must be within the last 2 months*)

University of Miami
Coral Gables, Florida
USA

RE: (*student's name*)

To Whom It May Concern:

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

(*Person providing support*) has had a banking relationship with us to our entire satisfaction since (*year*). We believe s/he can comfortably afford the US \$28,494 per year (or \$14,247 per semester) in living expenses that her/his daughter/son may incur while studying at your institution.

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

Yours truly,

(*signed by bank officer*)
Vice President