

SAMPLE BANK LETTER

Your Bank's Letterhead

Your Bank
Address
City and Country

Date *(the date must be within the last 6 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 he has can comfortably afford the US \$19,706 per year (or \$9,853 per semester) in living expenses that 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