

## Sample Bank Letter

### Example 1: current/savings account

The letter must be on the official letterhead paper of the bank, with the bank's name and logo, address, and contact details.

Date:

Reference:

To Whom It May Concern,

This letter is to certify that ..... (name of student/parent/legal guardian/dependent) has a current/savings account with us bearing number ..... since ...../...../.....

The minimum balance of ..... (amount and currency) has been held in the account for a consecutive minimum 28-day period up to the date of this letter.

Yours faithfully,

.....

(Signature)

Name of the bank employee

Position

Branch location

Official stamp