

Example 2: Fixed deposit account

The letter must be on the official letterhead paper of the bank, with the bank 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 fixed deposit account with us bearing number.....since/...../.....

The balance in the account is (amount and currency) today and update

We confirm that this amount has been held for a consecutive minimum 28-day period the date of this letter. We also confirm that the account holder has access to the full amount of money as and when required.

Yours faithfully,

.....

(Signature)

Name of the bank employee

Position

Branch location

Official stamp