

Letter produced on the bank's official letterhead.

Date of Letter (must be no more than 31 days before the date of application)

To Whom It May Concern

Re: Name of account holder; Account Number:

I can confirm that the above named person holds an account with [Name of Bank]. The current balance in this account is **amount**.

I can confirm that a minimum balance of **amount**, has been maintained in the account for the last 28 consecutive days.

The account holder can withdraw from the account at any time.

Should you require any further information please do not hesitate to contact me.

Yours faithfully,

Signature of bank personnel

Bank personnel contact details

Authorised bank personnel name

Job Title