

Example Bank Letter

Bank Name and Logo

[Date of the letter] – the letter must not be more than 31 days old

To Whom It May Concern,

We hereby certify that **[insert student or parent name]**, **[insert account number]** has a current (or) savings account with us.

His (or) Her balance today is **[insert balance and currency]** and we can confirm that this balance has been held for a consecutive minimum 28-day period up to the date of this letter.

The money is available to the account holder, and they can withdraw this money at any time.

Yours Sincerely,

[Insert name and signature of bank employee]

Official stamp

The bank letter MUST include the following:

- Be on headed paper with the banks name and logo
- Your (or) your parent's/legal guardian's name
- The account number
- The date of the letter
- The amount of the money available and confirm the amount that has been held for 28 days