

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 Intensive English Program
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 son/
daughter (*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 s/he can comfortably afford the US \$17,600 per full-session (US \$10,940
per mid-session) for the tuition, fees and living expenses that his /her son/daughter 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