

The letter must be printed on company/  
institution head paper/ letterhead.



Date of Letter (Must be dated within 31 days of the date you submit your application online)

To Whom It May Concern,

***Re: Full Name of account holder; Account number***

I can confirm that the above named person holds an account with **[INSERT NAME OF BANK]** The current balance in this account is. **[WRITE THE AMOUNT HELD IN THE ACCOUNT AND STATE THE CURRENCY IT IS HELD IN].**

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

Should you require any further information please do not hesitate to contact me on **[INSERT CONTACT DETAILS, EMAIL AND/OR PHONE NUMBER]**

Yours faithfully,

Signature of bank personnel

Authorised bank personnel name  
Job Title

**[BANK STAMP]**