



**Sample Bank**  
4321 Sample Blvd.  
Sample City, 54321  
123.456.7890

(Month Day, Year)

Friends University  
Attn: Admissions & Records  
2100 W. University Avenue  
Wichita, KS 67213

Dear Admissions & Records Staff:

This letter is to certify that (Name of sponsor) is a customer of (Name of bank). (He/she) currently has (number of accounts) account(s) with our bank, and holds a cumulative balance of (amount of money – NOTE: please include name of currency) as of (month/day/year). **(If possible, please include the following sentence...)** This converts to (amount of money) U.S. dollars. We feel (Name of sponsor) is capable of providing (amount of money) in order to support the educational expenses of (Name of student), during (his/her) tenure at Friends University.

If you need further information, please contact me at (phone #) or (email address).

Sincerely,

*Signature of Bank Official*

(Name of Bank Official)

(Title of Bank Official)

(Name of Bank)

(Contact Information – please include address, phone, fax and email)