



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 student) 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.

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

Sincerely,

(Name of Bank Official)
(Title of Bank Official)
(Name of Bank)
(Contact Information – please include address, phone, fax and email)