

# BANK CONFIRMATION LETTER

Date: \_\_\_\_\_

State: \_\_\_\_\_

County: \_\_\_\_\_

**Sender's Name** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Bank's name:** \_\_\_\_\_

Representative's name, if any: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Dear \_\_\_\_\_,

I am writing to request a confirmation letter to verify specific financial information related to my bank account(s) with \_\_\_\_\_ [Name of Bank] for the purpose of \_\_\_\_\_.

Please provide the following information in the bank confirmation letter:

- Confirmation of the account(s):** Please confirm the presence of my accounts at your institution with information about the account number, account type, and account opening date.
- Account owner:** Please confirm the account holder's name, address, and other relevant identification information.
- Account balance:** Please indicate the current balance in the above account as of \_\_\_\_\_.
- Recent account transactions:** Please attach a summary of recent transactions or activity on the above account for the period from \_\_\_\_\_ to \_\_\_\_\_.
- Credit references:** Please enclose any credit references or information related to the account holder's financial stability.
- Approval for a loan:** Please confirm the possibility of borrowing an amount of \_\_\_\_\_ for the \_\_\_\_\_.
- Other:** \_\_\_\_\_

Your prompt attention to this request will be highly appreciated.

Sincerely,

Sender's Name and Signature \_\_\_\_\_