SAMPLE PROOF OF FUNDS LETTER
[Bank's Letterhead must be used here]

To:
Copy:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Dear Sirs, Date

Subject: Proof of Funds Letter
We confirm, that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of Company / Individual] has available the sum of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ USD in our bank as of this date.
We confirm that these funds are fully free of any liens, debts and/or encumbrances and are clean, clear and non-criminal origin and are available in the form of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
We need the following information about
two authorized contact persons at the guarantor bank.
NAME TITLE PHONE # FAX #
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_-\_\_\_\_\_\_\_\_\_ \_\_\_-\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_-\_\_\_\_\_\_\_\_\_ \_\_\_-\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Should you require verification of the above mentioned funds, please, contact us at your convenience.

Yours truly,
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Authorized Officer Authorized Officer
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date