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