**LETTER TEMPLATE**

**SALUTATION IN LETTER**

**Model Bank Letter**

Date

To Whom It May Concern:

This is to certify that **(name of sponsor)** is a customer of our bank. He/she has maintained a fixed deposit account with our bank name since **(beginning date)**. As **(today’s date, the account shows a balance of (US$ amount).**

In view of this, we believe that **(sponsor’s name)** is in a position to remit regular payments for the expenses incurred during the course of **(student’s name)** studies in the U.S.A.

Sincerely,

**(Signature of bank official)**

**(Typed name of bank official)**

**(position/title)**

**\*Note: This letter must be on official bank letterhead. \***