

SAMPLE BANK LETTER

YOUR BANK'S LETTERHEAD

Your Bank
Address
City and Country

Date (must be within the last 6 months)

Summer Scholars Program
University of Miami
5050 Brunson Drive, Allen Hall 11
Coral Gables, Florida 33146
USA

RE: [student's name]

To Whom It May Concern:

At the request of our esteemed client, **[name of person providing financial support to student]**, whose daughter/son **[student's name]** is applying to the Pre-College Summer Scholars Program at the University of Miami, we are pleased to confirm the following:

[Person providing support] has had a banking relationship with us to our entire satisfaction since **[year]**. We believe he can comfortably afford the **\$9,600 USD** in estimated living expenses that his daughter/son may incur while studying at your institution. Should you require additional information, please do not hesitate to contact the undersigned.

Yours truly,

[bank officer's signature]
Vice President