

[Bank Name]
[Bank Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Requesting Entity Name]
[Requesting Entity Address]
[City, State, Zip Code]

RE: Verification of Deposit for [Account Holder Name]

To Whom It May Concern,

This letter is to confirm that [Account Holder Name] maintains the following account(s) with [Bank Name]:

Account Type	Account Number (Last 4 Digits)	Date Opened	Current Balance	Average Balance (Last 6 Months)
[e.g., Checking]	[XXXX]	[MM/DD/YYYY]	[\$[Amount]]	[\$[Amount]]
[e.g., Savings]	[XXXX]	[MM/DD/YYYY]	[\$[Amount]]	[\$[Amount]]

At the time of this letter, all accounts listed above are in good standing. This information is provided in confidence and is based on the current records of the bank.

If you require any further information, please contact our office at [Phone Number].

Sincerely,

[Signature]
[Bank Officer Name]
[Title/Position]
[Bank Name]