

Date: [Current Date]

To: [Recipient Name/Organization Name]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

RE: Verification of Deposit for [Business Name]

Dear [Recipient Name],

This letter is to confirm the deposit account information for our client, **[Business Name]**, as maintained by **[Bank Name]**.

The details of the account(s) are as follows:

Account Name: [Exact Business Name on Account]

Account Number (Last 4 Digits): [XXXX]

Account Type: [Checking/Savings/Money Market]

Date Opened: [Date Account was Opened]

Current Balance: \$[Amount]

Average Balance (Past [Number] Months): \$[Amount]

The account is currently active and is in good standing with no existing liens or encumbrances known to the bank at this time.

This information is provided in strict confidence and is intended solely for the purpose of [State Purpose, e.g., Loan Application/Contract Verification]. The bank assumes no responsibility for any use of this information by third parties.

If you require any further information, please feel free to contact me directly at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Bank Representative Name]

[Title]

[Bank Name]