



444 First Street NW  
Washington, DC 20043  
Tel: 202-999-9999  
Fax: 202-999-9991

April 17, 2012

We hereby confirm that Jane Adams is a valued customer of our bank. She has maintained a Checking account, number XXXX2345, at this branch since Feb. 25, 2003. The present balance is \$39,662 U.S. Dollars. This account is handled in a satisfactory manner.

Sincerely,

Jane Doe  
Branch Manager

**Comment [j1]:** Letterhead should be in color. Please note that black and white letterhead may cause delays in processing your financial documents.

**Comment [j2]:** Needs to include the name of the account owner.

**Comment [HW3]:** MUST include the account number or at least the last four digits of the account number

**Comment [j4]:** Must indicate the type of account (checking, savings, CD, money market). The account must represent liquid funds that are available immediately.

**Comment [j5]:** Needs to include the date the account was open.

**Comment [j6]:** Needs to include the current available balance. This amount must exceed the minimum amount required to show for financial support. We ask that the banks convert the funds into US Dollars if possible.

**Comment [j7]:** Must be an original signature from someone at the bank.

SAMPLE