

**Bank Accounts Verification Letter (format)**

Date

Name

Title

Organization

Address

City, State Zip Code

**Dear Mr. /Ms. Last Name:**

**RE: Bank Account Verification Letter**

We draft this letter to verify that the client aforementioned holds an account with us \_\_\_\_\_ (specify the name of the client). His account is \_\_\_\_\_ (indicate the account number) and was opened on \_\_\_\_\_ (specify the date when the bank account was opened). At the moment, it has a balance of \_\_\_\_\_ (reveal the bank balance).

Feel free to let us know any other piece of information you would wish to about this client. We would all the more be grateful to be of help to you.

Reach us on phone: \_\_\_\_\_.

**Faithfully,**

**Your Name**

**(Designation)**

