

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

Subject: Bank Verification Letter for Visa Application

Dear [Bank Manager's Name/ Customer Service Department],

I hope this letter finds you well. I am writing to request your assistance in providing a bank verification letter to support my visa application. The letter is required to confirm my account details and financial stability as part of the visa processing requirements. Please include the following details in the verification letter:

1. My full name: [Your Full Name]
2. Account number: [Your Account Number]
3. Type of account: [Type of Account (e.g., Savings, Checking)]
4. Account balance as of [specific date]: [Account Balance]
5. Duration of account: [Duration since account opening]
6. Confirmation that the account is in good standing

I would appreciate it if you could prepare this letter on the official bank letterhead and include any relevant signatures or seals to authenticate the document.

Thank you for your assistance and prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]