

[Your Bank's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Visa Application Office/Consulate Name]

[Office/Consulate Address]

[City, State, Zip Code]

Subject: Bank Letter for Visa Application

Dear [Recipient's Name],

This letter is to confirm that [Applicant's Name], holder of account number [Account Number], has been a valued customer of our bank since [Date of Account Opening]. The account is currently in good standing with a balance of [Current Balance].

Should you require any further information, please do not hesitate to contact us at [Bank's Phone Number] or [Bank's Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

[Bank Phone Number]

[Bank Email Address]