

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

[Recipient's Name]  
[Recipient's Position]  
[Institution/Organization Name]  
[Institution/Organization Address]  
[City, State, ZIP Code]

Subject: Bank Statement Letter for Immigration Purposes

Dear [Recipient's Name],

I, [Your Name], am writing to confirm that I maintain a bank account with [Bank Name] located at [Bank Address]. The purpose of this letter is to provide a bank statement for immigration purposes as requested.

Account Holder: [Your Name]

Account Number: [Your Account Number]

The following information summarizes the account activity:

- Account Balance: \$[Current Balance]
- Date of Account Opening: [Date opened]
- Average Monthly Balance: \$[Average Balance]

Please find attached a copy of the bank statement for the period [start date] to [end date].

If you require any additional information or documentation, please do not hesitate to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]