

SAMPLE BANK LETTER

MUST BE AN OFFICIAL BANK LETTER

(DATE)

Santa Monica College  
International Education Center  
1900 Pico Boulevard  
Santa Monica, CA 90405, U.S.A.

Re: (STUDENT'S NAME), (PASSPORT NUMBER)

Dear Sir/Madam:

I certify that (NAME OF SPONSOR) has the minimum equivalent of \$ \_\_\_\_\_ USD on deposit with our institution.

(SPONSOR'S NAME) has had accounts with our bank since (DATE) and has maintained their accounts in good standing. This account currently has a minimum balance equivalent \$ \_\_\_\_\_ USD in a:

- Checking
- Saving
- Certificate of Deposit

(SPONSOR'S NAME) will be providing tuition and living expenses for (STUDENT'S NAME) while his/her (RELATIONSHIP) is attending SANTA MONICA COLLEGE, in the amount of \$ \_\_\_\_\_ USD annually.

Sincerely yours,

OFFICIAL BANK SIGNATURE

NAME AND TITLE

OFFICIAL SEAL of BANK