

Use official paper with bank letterhead and logo

The Bank name
Full address including country
Include telephone/fax numbers

Date
(Note: use a clearly understandable system for all dates such as
1st October 2001. 10.1.2001 could be either October 1st or 10th January)

To whom it may concern.

I confirm that *(your title and name, eg Mr. John Smith)* of *(your city of residence eg London)* has account(s) at this bank with total deposits of *(the total amount and currency: you must state a figure)*.

Yours faithfully,

(signature)

(name)
(position eg Manager of the Bank, etc.)
(also add official stamp if possible)