

## Your Bank's Letterhead

1 Your Bank  
123 S. Main Street  
PO Box 12345  
Anywhere, Country

2 November 1, 2024

Office of Undergraduate Admissions  
University of Miami  
P.O. Box 248025  
Coral Gables, FL 33124-2025

3 RE: (student's name)

Dear Sir or Madam:

4 At the request of our esteemed client, (person providing support), whose daughter/son  
5 (student's name) is applying to your institution, we are pleased to confirm the following:

6 (Person providing support) has managed a banking relationship with us to our entire  
7 8 satisfaction since (YYYY). We believe he/she can comfortably afford the \$(cost of attendance  
9 amount) USD per year tuition and expenses that daughter/son (student's name) may incur while studying at your institution.

Should you require additional information, please do not hesitate to contact the undersigned.

Yours very truly,

10 Bankers Name  
Title of Banker

1. Insert your bank's name/address
2. Insert today's date
3. Insert student's name
4. Insert the full name of the person providing financial support
5. Insert your student's name
6. Insert full name of person providing support
7. Insert the year you started banking here
8. Insert the full cost of attendance at UM for the current year
9. Insert your student's name
10. Insert bankers name and title