

*Note: The letter must be on the bank's stationery and have the bank's seal and the date must be within six months of the date received by the Admissions Office.

This is a SAMPLE BANK LETTER

Your Bank's Name
Bank's Address
Bank's Telephone and Fax Number

DATE

Western New England University
Admissions Office
1215 Wilbraham Road
Springfield, MA 01119-2688

Dear Admissions:

Regarding: ZYXCBA ABCXYZ

We understand from Mr. ABCXYZ his son/daughter, named above, is applying to you for admission.

In this connection, we confirm:

1. Mr. ABCXYZ has maintained an active and satisfactory account at our bank since (insert date, i.e., October 26, 1999).
2. We consider Mr. ABCXYZ to be able to meet all the expenses likely to be incurred by his son/daughter, including tuition, fees, and living, medical and personal expenses, etc., amounting to \$48,000 U.S. Dollars per year.
3. There are currently no restrictions on funds transferred to United States from this bank.

This information is given in strict confidence to be used in accordance with the application.

Sincerely,

Manager
Bank's Name