

SAMPLE OF BANK LETTER

(Must Be On Bank/Company Letter Head)

Date _____

Dean of the Graduate College
Northeastern Illinois University
5500 N. St. Louis Avenue
Chicago, IL 60625, USA

Dear Graduate Dean,

This is to certify that _____ maintains
Customer's name

A checking Account _____

A savings Account _____

As of _____, the balance on the account/s is
Date of Letter

_____ = US \$ _____
Local currency US Dollars

If you have any questions, I can be reached at _____ or e-mail _____.
Phone number

Sincerely,

Sealed and Signed by the Designated Bank Official

Note: Account balances must be shown in US Dollars.