

## YOUR BANK'S OFFICIAL LETTERHEAD

Date

Valencia College  
International Admissions  
P.O. Box 3028  
Orlando, FL 32802-3028

Re: **Name of Student**

To Whom It May Concern:

At the request of our customer, **Name of Sponsor**, it is our pleasure to inform you of their relationship with our bank.

**Name of Sponsor** has had a **Account Type (savings, checking, certificate of deposit, money market)** account with our bank since **Date**. This account currently has the equivalent sum of United States Dollar amount **\$USD Amount**.

It is our understanding that **Name of Sponsor** will be providing tuition and/or living expenses in the amount of **\$USD Amount** for **Name of Student** while he/she is attending Valencia College.

This letter is provided on behalf of our customer and without liability to the bank and its staff.

Sincerely,

*Bank Official's Signature*

**Bank Official's  
Seal/Stamp**