

# **BANK VERIFICATION LETTER SAMPLE LETTER**

BANK LOGO/LETTERHEAD

BRANCH ADDRESS

PHONE NUMBER

FAX NUMBER

DATE

Re: ACCOUNT HOLDERS NAME

To Whom It May Concern,

Please accept this letter as verification that (NAME OF PRACTICE & ACCOUNT HOLDER NAME) has an established banking relationship with (NAME OF BANKING INSTITUTE). The account information is below:

PRACTICE NAME (Needs to match the business name on your IRS letter exactly)

ACCOUNT NUMBER

ABA ROUTING NUMBER

SPECIFY ACCOUNT TYPE (Savings, Checking, etc.)

This information is being provided to you at the request of our client. We expect that you maintain its strict confidentiality. If you require additional information or have any questions you may contact me at (PHONE NUMBER OF BANKING REPRESENTATIVE).

Sincerely,

BANK REPRESENTATIVE NAME

TITLE

SIGNATURE