

**Example: Bank declaration sponsor (company)**

**To whom it may concern**

I, the undersigned, an employee of <name of bank, address of bank>, hereby inform you that:

Name: <name of company>

Account number: <full account number>

is a customer at our bank. Our customer has a <type of account> account with this bank since <date of opening account>.

We confirm that the following person is authorized to access the balance in this account:

<name of sponsor>

The balance on this account as at today's date is:

<Currency> <amount>

**I confirm that the customer has direct access to these funds and can withdraw the full balance without notice.**

The declaration is issued at the request of the above-mentioned customer and it does not constitute a guarantee nor any liability on the part of the bank, or the here undersigning mandatory.

Yours faithfully,

<Signature>

<Name of the person who signed the letter>

<Date of signature>

<Location of signing>

<Bank stamp (if available)>

**This letter must be printed on headed/company paper mentioning at least the name, address and phone number of the bank.**