

Official Letterhead

Financial Institution Name
342 S. Main Street
PO Box 34421
City, Postal Code
Country

Current Date

TO: Office of Undergraduate Admission
Villanova University
800 Lancaster Ave
Villanova, PA 19085

RE: **Student's name**

Dear Sir or Madam/To Whom It May Concern:

At the request of our client, **(person providing support)**, whose daughter/son **(student's name)** is applying to Villanova University, we are pleased to confirm the following:

(Person providing support) has managed a banking relationship with us to our entire satisfaction since **(YYYY)** with an average balance of **(amount in USD)**. He/she can afford to provide support for **(amount in USD)** to support costs for tuition, room and board, and other related expenses that their daughter/son may incur *each year* while studying at Villanova University.

Should you require additional information, please do not hesitate to contact the undersigned.

Yours very truly,

Signature

Banker's Name
Title of Banker
Name of Bank