

SAMPLE PROGRAM BANK LETTER

(Letter should be printed on bank letterhead)

Date:

To Whom It May Concern:

This letter is to confirm that _____ (*financial sponsor's name*) _____ holds an account with us and maintains a balance of more than US __ (*CF Form total amount minus scholarship received*) _____. I understand this amount is needed to support the expenses of _____ (*student's name*) _____ while attending the University of Lynchburg.

Sincerely,

_____ (*Bank Representative 's Name and Title*) _____

Please have the bank send a PDF of the original bank letter to admissions@lynchburg.edu or mail the original letter to the following address:

University of Lynchburg Office of Enrollment Services
Attn: Office of Admissions
1501 Lakeside Drive
Lynchburg, Virginia 24501 USA