Please use official bank stationary.

Date

BOSTON UNIVERSITY
International Students and Scholars Office ← must be addressed to this office
888 Commonwealth Ave, 2nd floor
Boston, MA 02215
USA

Dear Sirs:

Upon request of (parent’s name), our good customer, we have no difficulty in stating, without responsibility on our part, that the above mentioned customer is favorably known by us and is in possession of [amount in US dollars], which are sufficient financial means to provide for expenses of their son/daughter [name], during the whole period of their studies (indicate number of months) in Boston with Boston University.

With regards,

Bank’s name
Signature of an official