

Personal Funds Letter Sample

FINANCIAL INSTITUTION LETTERHEAD

DATE (*Must be less than 6 months old*)

Ms. Kimm Mills
Carnegie Mellon University
Robotics Institute
5000 Forbes Avenue
Newell Simon Hall 3104
Pittsburgh, PA 15213

Dear Ms. Burcin:

VISITING SCHOLAR NAME has an account with this financial institution. The current balance of the account is ACCOUNT BALANCE.

Should you have any questions, please contact me.

Sincerely,

NAME OF BANK OFFICIAL/ UNIVERSITY OFFICIAL
CONTACT INFORMATION