

**On the Letter Head Of the Bank**

FORMAT OF LETTER TO BE OBTAINED FROM A BANK TO ESTABLISH OPERATION OF  
BANK ACCOUNT, PERSONAL IDENTITY & SIGNATURE

Date:



Dear Sir,

This is to certify that the Saving/Current Account No. \_\_\_\_\_ of  
Mr./Ms./M/s. \_\_\_\_\_ having

Office / residence at \_\_\_\_\_

Held singly/jointly with Mr./Ms./M/s. \_\_\_\_\_

With our branch, has been active since \_\_\_\_\_ years / months and the operation of  
the account have been satisfactory.

We further confirm that the photograph herein bears true likeness to the identity of the  
above-mentioned person.

\_\_\_\_\_  
Signature of the client

Signed in my presence and  
Attested

Name & Sign of the  
Branch Manager

Stamp of the Bank & the Branch