

# Sample letter from bank or financial institution to confirm a client's loan

[Date]

[Bank Name]

[Address]

To whom it may concern:

This is to acknowledge that [Mr. John Smith] has taken a loan from [bank name] with reference number [account or loan number] on [loan start date].

The outstanding amount as of this date is [USD 123456].

This letter has been provided upon his request with no liability to the bank whatsoever.

Sincerely,