

Sample of a Bank Letter:

To Whom It May Concern:

Mr. Adam Smith is one of our outstanding customers. In his account, which was opened on August 12, 2003, he has a total balance of \$18,550 US dollars. His account number is 56-98435 and still active.

Sincerely yours,
Tom Adam
Branch Manager
{SEAL}

Sample of a Letter of Reference:

September 1, 2003

Dear Sir/Madam

I have known Mr. Adam Smith for more than four years. I have instructed Mr. Smith in the following courses; College Math, Statistics, Linear Algebra, and Advance Electronics during his undergraduate (graduate) studies.

He was one of the best students of his class in the top five percent. I can state that Mr. Smith distinguishes himself from the other students with his intellectual performance and honest character .He is serious in his purpose, meticulous in his work and reliable in all assigned duties. He is also an intelligent and hardworking person of outstanding character.

If he is accepted to your graduate school, I am sure he will be a successful graduate student.

Sincerely,

-signature-

Dr. George Adam
Chairman, Dept. of Electrical Engineering