

Request for Proof of Funds

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request proof of funds regarding [specific purpose, e.g., a financial transaction, loan application, etc.]. As part of the [transaction/process], it is essential to provide verification of available funds.

Could you please provide a statement or documentation that confirms the current funds available through [bank name or account]? This information will greatly assist in moving forward with the process.

Thank you for your assistance in this matter. Should you have any questions or require additional information, please do not hesitate to reach out to me.

Sincerely,
[Your Name]