

Example of letter from a bank or building society

This student has been accepted for a master's course at UCL. Their tuition fee for the year is £25,000. Therefore, they need to show at least £25,000 + £12,006 (London living cost) in their bank account (37,006).


Berkeley Bank
38 Money Street, EC1 6ZA

Ms Uni London
Account Number: 12345678
Date of issue: 28th May 2021

To whom it may concern

We are writing to confirm that Ms Uni London has an account with Berkeley Bank (account number 12345678) and that the minimum cash balance from **1st May 2021** to **28th May 2021** was **£37,006**.

The funds have been held as cash and are available for withdrawal immediately.

Kind regards



Name of bank staff authorised to issue a letter of this kind
Berkeley Bank

1. Name of account holder(s)
2. Account number
3. Date of issue

4. Bank/building society name, their logo/letterhead, and their contact details

5. Letter confirms the **minimum balance for a consecutive 28-day period** (in this example: must equal or exceed £37,006)

6. The last day of the 28-day period must be **no more than 31 days before the date of application** and **no later than the date of application**

- Convert your local currency to GBP on the date of your online application on this on [OANDA](#)
- Professionally translated if not in English (i.e. signed and dated by translator with their name and contact details, who confirms it is an accurate translation)
- The bank must be regulated by the [home regulator](#) in the country it operates