

Sample Letter from the Bank (Bank Capability Letter)

(To be typed on Bank Letterhead)

Date:

To:

Re: Enter Contract name here

Dear Sir/Madame:

In providing this letter, we (name of the bank) do not assume any financial liability or any contractual relationship with any party involved as a result of the information contained herein. We certify only that (client/bidder name) has:

- had a banking relationship with us since XXXX;
- they are not in arrears;
- and have financial capability to initiate the contract indicated above, should the client wish to do so.

Sincerely,

Bank Office name and signature