

SAMPLE BANK ACCOUNT VERIFICATION LETTER

A **bank account verification letter** is required if your checks are starter checks, i.e. if they don't have the business name IMPRINTED on them. The letter must be signed on bank letterhead by a bank officer, and it must mention: (1) DBA name on account, (2) bank routing number, and (3) account number. Use this sample letter to make your request at the bank, either in person or by phone.

May 5, 2005

To Whom It May Concern:

This letter is to inform you that John Doe, owner of Extra Wireless, Inc. (DBA: Extra Wireless), has a business account with Bank of America. The routing number associated with the account is 012309999, the account number is 009991234567. The branch address for this account is:

1005 Westlake Blvd.
Tampa, FL 33609
813-555-1234

If you have any further questions, please do not hesitate to call me at 813-555-1357.

Regards,

Sarah Smith
Branch Manager