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[Date]

[Name of Bank / Financial Institute]

[Address of Bank (line 1)]

[Address of Bank (line2)]

[Phone number or email address]

Dear [Name],

This letter along with the enclosed financial statements are to certify that I, [your name], has been a faithful client with your institute since [Year] and am in good standing.

I, currently have xxx[Amount] in my Savings account with your bank and would request xxx[Amount] to be invested in your Certificate of Deposit. I would appreciate if you can fast-forward the process and share the terms and conditions. Accordingly, I can further my decision for investing with your bank.

Please feel free to contact for any further concerns or queries.

Awaiting your response.

Yours sincerely,

(your name)

(your contact number)

(your bank account number)