
Proof of Funds Letter Template

For a business acquisition. Provided by BuyerPass (buyerpass.com) for educational use.

Banks and advisors use their own formats and may not accept custom wording. Share this template with your institution as a guide to what the recipient needs. This is not legal or financial advice.

PART 1: REQUEST EMAIL TO YOUR BANK OR ADVISOR

Subject: Request for proof of funds letter

Hello [Banker or advisor name],

I am pursuing the purchase of a business and have been asked to provide a proof of funds letter. Could you prepare a letter on [Institution] letterhead confirming that my combined available balance exceeds \$[Amount]?

Please do not include account numbers or transaction details. The letter only needs to state that funds of at least the amount above are available as of the letter date, and include your name, title, and a contact number.

I would appreciate receiving it by [Date]. Thank you.

[Your name]

[Phone]

PART 2: LETTER CONTENT

[Institution letterhead]

Date: [Month Day, Year]

To whom it may concern:

This letter confirms that [Account holder legal name] maintains [deposit / brokerage] accounts with [Institution]. As of the date of this letter, the combined available balance in these accounts exceeds \$[Amount] ([Amount in words] dollars).

[Optional: These funds are held in cash and cash equivalents.]

This letter is provided at the request of our client for informational purposes only. It is not a commitment to lend and does not guarantee that funds will remain available.

Sincerely,

[Officer name]

[Title]

[Institution]

[Phone]

CHECKLIST BEFORE YOU SEND IT

- ☐ Name matches the buyer or buying entity on your NDA and LOI
- ☐ Dated within the last 30 to 60 days
- ☐ States a threshold ("exceeds \$X") rather than an exact balance
- ☐ No full account numbers or transaction history
- ☐ Includes an officer name and phone number for confirmation
- ☐ Amount covers your cash contribution, closing costs, and a reserve
- ☐ An NDA is in place with the recipient

Related guides:

- buyerpass.com/blog/proof-of-funds-letter-for-buying-a-business
- buyerpass.com/blog/show-proof-of-funds-without-sharing-financial-information