

Professional Company Letterhead
(*must contain full address and phone number*)

Date:

TO WHOM IT MAY CONCERN:

This letter confirms that (*name*) of (*full address including zip code*) is a client in good standing. Our records state that (*name*) was born on (*full date of birth*) and the signature appearing at the bottom of this letter is the same as the signature we have on file for this client. (*name*) has been a client of mine for the past (*number*) of years.

Sincerely,

(title of Signing Person)

(Clients Signature)