

# Gift Letter

To Whom It May Concern:

I/We

\_\_\_\_\_  
Name(s)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number(s) Business/Resident

\_\_\_\_\_  
Relationship to Borrower(s)

Am/are giving

\_\_\_\_\_  
Borrower(s) Name(s)

A gift in the amount of \$\_\_\_\_\_ with no obligation to repay. This gift will be

made to assist \_\_\_\_\_ with the purchase of \_\_\_\_\_ new home. This

him/her/them

his/her/their

gift will be made on or about \_\_\_\_\_ from funds (liquid assets) on deposit in

date

\_\_\_\_\_ account as follows:

my/our

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Account Type: Checking/Savings/Stocks/Other

\_\_\_\_\_  
Approximate Balance Before Gift

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Source of Funds Documentation**

Attached with this gift letter there needs to be one of the following: Three months bank statements, copy of quarterly bank statement, copies of Savings passbook pages, verification of deposit, or letter from institution stating (on Letterhead, signed, & dated by an officer with their title) that amount equal to the gift has been on deposit for the last three months prior to gift (with the name, account number, opening date, and balance).