

SAMPLE BANK REFERENCE LETTER

(Please feel free to add any necessary information)

Date

To Whom It May Concern:

This letter confirms that _____ with I.D. or Passport Number _____
Borrower Name

has been banking with _____ since _____.
Bank Name Date

_____ has a checking account number _____ with a current
Borrower Name Account Number

balance of _____. All of his/her accounts have been in good standing.
Balance

During this period _____ has fulfilled all the obligations with the bank.
Borrower Name

We value business relationship with _____ as a reputable and
Borrower Name
trustworthy client.

Should you require any further assistance, please feel free to contact me at _____.
Phone Number

Yours Truly,

Name
Title

**THIS LETTER MUST BE ON COMPANY LETTERHEAD AND MUST REFLECT THE
BANK'S TELEPHONE NUMBER AND ADDRESS.**

**WE PREFER THAT LETTER IS WRITTEN IN YOUR NATIVE LANGUAGE AND
REFLECTS ASSETS IN NATIONAL CURRENCY!!!**