

# 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!!!**

**ANY DOCUMENTATION IN NATIVE LANGUAGE SHOULD BE TRANSLATED BY  
CERTIFIED TRANSLATOR. COPY OF THE TRANSLATOR LICENSE IS ALSO  
REQUIRED.**