

# 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 \_\_\_\_\_ has been banking with \_\_\_\_\_ since \_\_\_\_\_.

\_\_\_\_\_ has a checking/savings account number \_\_\_\_\_ with a current balance of \_\_\_\_\_.

All of his/her accounts have been in good standing with no negative beginning or ending balances and not NSF's. During the most recent 12 months \_\_\_\_\_ has fulfilled all the obligations with the bank. We value business relationship with \_\_\_\_\_ as a reputable and trustworthy client.

Should you require any further assistance, please feel free to contact me at \_\_\_\_\_.

Yours truly,

\_\_\_\_\_

Bank Name:

Name (Printed):

Title:

Phone Number:

Date: