

## SAMPLE BANK REFERENCE LETTER

Date: \_\_\_\_\_

To Whom It May Concern

This letter is to confirm that Mr./Mrs. \_\_\_\_\_, ID or Passport Number \_\_\_\_\_  
*(Borrower's Name)* *(Passport or ID Number)*

has been a customer of \_\_\_\_\_ since \_\_\_\_\_.  
*(Bank Name)* *(Date)*

Mr./Mrs. \_\_\_\_\_ maintains a checking account number \_\_\_\_\_.  
*(Borrower's Name)* *(Account Number)*

Current balance as of today is \_\_\_\_\_.  
*(Amount)*

Average balance for the last two months is \_\_\_\_\_.  
*(Amount)*

We confirm that accounts held by Mr./Mrs. \_\_\_\_\_ have been in good standing.  
*(Borrower's Name)*

Should you require any further assistance, please feel free to contact us at \_\_\_\_\_.  
*(Phone Number)*

Sincerely,

Printed name

Title

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