

## Sample Bank Reference Letter

Bank Letterhead  
*(must contain full address and contact number)*

Date :

TO WHOM IT MAY CONCERN:

This letter confirms that (name) of (full address including zip code) is a customer in good standing of this Bank. Our records state that (name) was born on (full date of birth) and the signature appearing at the bottom of this letter is the same as the signature we have on file for this customer.

(name) has been a client at this bank for the past (number) of years. Over this period (name) has operated (type of account) satisfactorily and the balance over the past six months has been (three/four/five) figures.

During the period of our relationship credit has been approved and the repayment history satisfactory. To date, the highest credit limit extended was (dollar amount).

Sincerely,

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(Bank signing Officer)

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(Clients Signature)

## Sample Professional Reference Letter

Professional Company Letterhead  
*(must contain full address and phone number)*

Date :

TO WHOM IT MAY CONCERN:

This letter confirms that (name) of (full address including zip code) is a client in good standing. Our records state that (name) was born on (full date of birth) and the signature appearing at the bottom of this letter is the same as the signature we have on file for this client. (name) has been a client of mine for the past (number) of years.

Sincerely,

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( Title of Signing Person)

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( Clients Signature)