

*Please make sure that the following conditions are met:*

- 1) Reference is on a bank's letterhead*
- 2) Your banker knows you for a minimum of two years*
- 3) Reference contains direct phone, fax and email of the individual who signed the reference.*

Date: \_\_\_\_\_, 200\_\_

To Whom It May Concern

**RE: REFERENCE FOR** \_\_\_\_\_

This letter confirms that \_\_\_\_\_ is a client in good standing at our bank and is personally known to us since \_\_\_\_\_.

The client's residential address is \_\_\_\_\_

\_\_\_\_\_

This client has conducted himself and his accounts in a manner, which is satisfactory to our bank.

Please do not hesitate to contact me if your need any further information.

Yours sincerely,

Name

Title

Direct contact phone, fax and email of the individual who signed the reference.