

Professional Reference Letter (SAMPLE)

Date

To whom it may concern:

I have known (name or names) for XXXX numbers of years in my capacity as his (lawyer, accountant, business associate,) He has conducted himself and his affairs with integrity and is an upstanding member of the XXXX community.

Sincerely,

XXXXXXX
Title
Address
Phone Number

Bank Reference Letter (SAMPLE)

Date

To Whom It May Concern:

This letter is to certify that (name or names) have been customers of our bank since (date) They have maintained (number of accounts) with us and have been in good standing throughout this period.

(bank may or may not include account balances. They are not required or necessary)

Sincerely,

(bank official)
Title
Address
Phone Number