

Sample Bank Reference Letter

(Prepared on Bank Stationary)

Date

Milvia Castellano
Spectrum Mortgage Group, Inc.
3121 Commodore Plaza, Ste. 303
Coconut Grove, FL 33133

RE: *Customer's Name & Customer's Account Number*

Dear Mrs. Castellano,

At the request of *Mr./Mrs. (Customer's Name)* we are pleased to inform you that he has been a most valued customer of our bank since *(Date)*.

Mr./Mrs.(Customer's Name) presently maintains a total deposit relationship of \$ _____ and has had an average balance of \$ _____ for that last three months. He has conducted his affairs with us in a very satisfactory manner. At a personal level, we feel he is of good moral character. Therefore, that he would comply dutifully with any financial obligation incurred with your institution.

Please do not hesitate to contact us if we can be of further assistance.

Sincerely,

Bankers Name
Title of Banker