Bank Credit Reference

Date: ____/____/_____

To: _____

RE: Credit Reference for [Company]

Account # _____

To whom it may concern,

The above mentioned company has filed a credit application with [Company] and listed your bank as a credit reference. With their Credit Application the applicant has given us authority to contact the listed references and receive confidential information regarding their credit history. Please find attached a copy of their Credit Application that has your bank listed as a bank reference and authorizing [Company] to receive the requested information.

We are looking for the following information:

1. What is the length of time that [Company] has had an open account with you?
2. What is the average daily account balance?
3. Is there a history of overdrafts on this account?
4. Do you have any open loans on your books with [Company]? If yes:
   -What is the outstanding balance?
   -Is the loan secured?
   -What is the collateral?
   -Has the repayment of the loan been on schedule?
5. Has [Company] been a good banking client?

Thank you very much for your assistance.

Best regards,

[Sign here]

[Your Name, Title]