

SAMPLE

Bank Reference Letter Request Form

To Obtain a Bank Reference Letter:

1. Please fax or email the request to your bank or bank(s). The following information should be included in the letter:
 - a. Date of Account Opening
 - b. Type of account
 - c. Average balance during the past 12 months
 - d. Current balance

2. Regarding a Bank Line of Credit, the bank should include the following information in the letter:
 - a. Date Line of Credit established
 - b. Secured line – Yes or no
 - c. Collateral used to secure line, if any
 - d. Expiration
 - e. Rate of line
 - f. Amount of Line
 - g. Present balance

3. This letter **MUST** be on bank letterhead and signed by a bank representative or officer. A copy of bank statements is not acceptable.