To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Bank Reference Letter**

Dear Sir/Madam,

This to confirm that Mr./Mrs. [name of the Person for whom the reference is being provided] has a current account with [name of the Bank] that he/she has been maintaining for [mention the months or years] since [mention date].

I am writing this letter to certify that [name of person], holding Passport number [mention Passport Number], residing at [mention Home Address], holding the account number [mention Account Number] has been a regular client of [mention Bank Name]. The accounts held by this client had always been of proper conduct.

For further queries, you are free to contact us.

Sincerely,

[Sender Name]

[Sender Signatures]

[Sender Designation]

[Sender Contact Details]