To,

[Name of Recipient]

[Designation of Recipient]

[Bank Name]

Date:

**Subject: Reference Letter Opening a Bank Account**

Dear Sir/Madam,

I, [sender’s Name in full], hold a current account with your Bank branch, [name of the Bank and Branch], having an account number, [mention the Account number].

This letter is to refer Mr./Mrs. [name of the Person you refer] to your bank who is interested in opening a current account with this branch of your bank. The referred person is of a great reputation and good conduct and is someone who has never been involved in any kind of financial issue or problem.

Furthermore, Mr./Mrs. [name of the concerned person] is a permanent employee of [mention the concerned person’s Organization name] for the last three years. For your verification, you are free to contact the organization and they will attest to this fact. I hope that you after performing necessary verifications, you will start proceeding with the opening of the bank account for the referred person.

Feel free to contact me any time for further details or queries.

Sincerely,

[Sender Name]

[Sender Signatures]

[Sender Address]

[Sender Contact Details]