

### **SAMPLE BANK REFERENCE LETTER**

Please put on Bank letterhead and address to:

This letter should incorporate answers to the questions below:

1. Date account was opened.
2. Average checking balance for the past twelve (12) months, and checking and savings balances.
3. We need to know the dollar figure of the Line of Credit available and the dollar figure of the present account in use. We also need to know the expiration date of the line. If the Line of Credit is secured, please indicate the specific security.
4. Amounts and terms of existing loans.
5. General recommendations as to character, business qualifications, etc.

Officer \_\_\_\_\_ Title \_\_\_\_\_