

Bank Reference Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Manager's Name]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to request a bank reference for my business, [Your Company Name], as we are in the process of applying for a business loan.

We have been banking with [Bank Name] since [Year] and have maintained a [type of account] account in good standing. As we seek to expand our operations, your reference would greatly enhance our application.

Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]