

# Bank Reference Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request a bank reference in support of my application for a credit card with [Credit Card Company Name]. My account with [Bank Name] has been active since [Account Opening Date], and I would appreciate your assistance in providing a reference.

Please include details regarding my account status, payment history, and overall banking relationship. The reference can be sent directly to [Credit Card Company Name] at [Credit Card Company Address], or I am happy to pick it up myself.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]