

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request a reference regarding my banking relationship for employment verification purposes. I have applied for a position with [Company Name], and they have requested confirmation of my banking history and account status with your institution.

Below are the details related to my accounts:

- Name: [Your Name]
- Account Number(s): [Account Numbers]
- Type of Accounts: [Checking/Savings/Other]
- Duration of Relationship: [Duration]

Your cooperation in providing this reference would be greatly appreciated and will assist me in the hiring process. Should you need to contact me for any additional information, please feel free to reach me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]