Bank Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request a bank reference letter as I am planning to travel internationally for [reason for travel, e.g., business, education, tourism] on [travel dates].

The letter will be used to confirm my account status and financial reliability to [mention any specific institution or entity, if applicable].

Please include details such as my account type, duration of the account, and any positive financial information that would be relevant.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]