

# Bank Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request a bank reference letter as part of my mortgage application process. I have been a customer at [Bank's Name] since [Year] and have maintained my accounts in good standing.

The reference letter should affirm my banking relationship, state the duration of my association with your institution, and confirm my account's status. This document will assist me greatly in securing my mortgage.

Please let me know if you require any further information or documentation from my side to facilitate this request. I would appreciate it if this reference could be prepared at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]