

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Bank Manager  
Bank Name  
Bank Address  
City, State, Zip Code

Dear [Bank Manager's Name],

I am writing to request a bank reference for my recent application for a rental agreement. I am required to provide a reference from my banking institution to assure the landlord of my financial reliability.

My account details are as follows:

Account Holder: [Your Name]  
Account Number: [Your Account Number]  
Account Type: [Checking/Savings]

I would greatly appreciate it if you could provide a letter confirming the status of my account and confirming that I maintain a good banking relationship. If necessary, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,  
[Your Name]