

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 formally request a bank reference letter as part of my scholarship application to [Name of Scholarship or Institution]. I have been a customer at [Bank Name] since [Year], and I believe your reference would significantly support my application.

The scholarship program requires documentation of my financial standing to assess my eligibility. I kindly ask that you provide a reference letter confirming my account details, including my account balance and the nature of my banking relationship with your institution.

Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for considering my request. I appreciate your assistance in this matter.

Sincerely,
[Your Name]