November 7th, 20XX

Peter Smith,

Banking Services & Org.

5023 WH 6th St.

Pennsylvania,

PA 62001 USA

To whom it may concern:

This letter is written to inform you that\_\_\_\_\_\_\_\_\_\_\_\_ ID number\_\_\_\_\_\_\_\_\_\_\_\_\_\_is our client and has been banking with our organization since\_\_\_\_\_\_\_\_\_\_\_\_. He/she has worked to maintain a good relationship with us as well as an outstanding credit worthiness. On an individual level and as a banking organization we feel that he/she has handled her financial obligations in a fulfilling manner and qualifies we will not hesitate to recommend him/her for a loan from your organization. As a result, we believe that he/she will duly adhere to any financial obligations contracted with your financial institution.

Account Number:\_\_\_\_\_\_\_\_\_\_\_\_ Official names:\_\_\_\_\_\_\_\_\_\_\_\_Account opened on:\_\_\_\_\_\_\_\_\_\_\_\_

Account has a current balance of $\_\_\_\_\_\_\_\_\_\_\_\_as of date \_\_\_\_\_\_\_\_\_\_\_\_.

If you have any questions or require any further clarification on the information provided please feel free to contact (telephone number\_\_\_\_\_\_\_\_\_\_\_\_)

Name of official \_\_\_\_\_\_\_\_\_\_\_\_

Title of official \_\_\_\_\_\_\_\_\_\_\_\_

Telephone or email\_\_\_\_\_\_\_\_\_\_\_\_