

SAMPLE CREDIT REFERENCE LETTER

***** NEEDS TO BE ON INSTITUTION'S LETTERHEAD *****

Reference needs to be from a known institution

We certify that **BORROWER'S NAME** has been a highly valued client of **INSTITUTION'S NAME** since **DATE OF ORIGINAL RELATIONSHIP WITH INSTITUTION**. **BORROWER'S NAME** has the following types of accounts with our institution and has managed all of his/her financial affairs **DESCRIBE THE MANNER IN WHICH THE AFFAIRS HAVE BEEN MANAGED**.

DESCRIBE TYPES OF ACCOUNTS AND BALANCES OF THOSE ACCOUNTS

When interacting with **BORROWER'S NAME** you may do so in full confidence of his good standing with **INSTITUTION'S NAME**.

This certification is made on **DATE**.

SIGNATURE

TITLE

PRINTED NAME

INSTITUTION'S NAME

INSTITUTION'S ADDRESS

INSTITUTION'S PHONE NUMBER