

SAMPLE REFERENCE LETTER

(Please feel free to add any necessary information)

Date

To Whom It May Concern:

This letter is to inform you that _____ with I.D. number _____ has been
Borrower's Name

doing business with our organization since _____. We have extended credit opportunities to _____ and he repaid it on a timely matter.

All of his/her accounts have been in good standing.

Should you require any further assistance, please feel free to call me at _____.
Phone Number

Yours truly,

Name

Title

**THIS LETTER MUST BE ON COMPANY LETTERHEAD AND
MUST REFLECT TELEPHONE NUMBER, ADDRESS AND
WEBSITE.**

**WE PREFER THAT LETTER IS WRITTEN IN YOUR NATIVE
LANGUAGE AND REFLECT MONEY IN NATIONAL
CURRENCY!!!**