

Quick reference email

Subject: Credit Reference for [Business/Individual]

Dear [Recipient's Name],

This is to confirm that [Client's Name or Business] has held an account with [Bank Name] since [Year]. During this time, they have maintained their account in good standing and met their financial obligations promptly.

While this information is provided as a general reference, we can confirm that their conduct with us has been satisfactory.

Kind regards,

[Bank Representative's Name]

[Bank Name]

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