

Provisional reference letter

Subject: Preliminary Credit Reference for [Client's Name]

Dear [Recipient's Name],

In response to your request, we provide a preliminary credit reference for [Client's Name]. The client has maintained an account with [Bank Name] since [Year], and their financial conduct has generally been satisfactory.

Please note that this letter serves as a preliminary reference only. Detailed financial or transactional information can only be disclosed with the client's written authorization.

We hope this initial information will assist you in your evaluation.

Sincerely,

[Officer's Name]

[Bank Name]

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