

SAMPLE REFERENCE LETTER

(Please feel free to add any necessary information)

Date

To Whom It May Concern:	
This letter is to inform you that Borrower's Name	with I.D. number has been
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 stan	nding.
Should you require any further assistance, ple	ease feel free to call me at Phone Number
Yours truly,	
Name	
Title	
THIS LETTER MUST BE AN ORIGINAL ORIGINA	ON COMPANY LETTERHEAD AND MUST RESS AND WEBSITE.
WE PREFER THAT LETTER IS WRITTEI MONEY IN NATIONAL CURRENCY!!!	N IN YOUR NATIVE LANGUAGE AND REFLECTS