

Reference Letter (sample)

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 always paid us back on time. 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 _____.

Sincerely,

Name

Title

LETTER MUST BE ORIGINAL, ON COMPANY'S LETTERHEAD, AND MUST REFLECT TELEPHONE NUMBER AND ADDRESS. LETTER MUST BE IN ENGLISH OR TRANSLATED IN USA.