

Sample Bank Reference

<BANK LETTERHEAD/ADDRESS>

<ISSUED DATE>

**Citibank, N.A.**  
Global Executive Banking  
666 Fifth Avenue - 7th Floor  
New York, NY 10103

**Re: Bank Reference Letter**

At our customer's request, this letter serves to confirm that our valued customer(s), <COMPLETE NAME(S) OF CUSTOMER(S)>, maintain a bank deposit account with us since <MONTH AND YEAR OF ACCOUNT OPENING>. This relationship has been maintained in a satisfactory manner with average balances in the <INDICATE LOW, MIDDLE, OR HIGH> <INDICATE NUMBER> figures.

Additionally, we confirm that our customer(s) currently either has/have  no outstanding loans OR  an outstanding loan of USD \_\_\_\_\_ with our institution.

Please feel free to contact me directly should you need any further assistance. My direct telephone number is <BANK OFFICER'S TELEPHONE NUMBER/FAX>.

Sincerely,

<BANK OFFICER'S SIGNATURE>

<BANK OFFICER'S NAME>

<BANK OFFICER'S STAMP>