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| --- | --- |
| **Yellow text on a black background  Description automatically generated with medium confidence** |  |

DATE:

Name

Banking Service Name

Address:

To whom it may concern:

The objective of this letter is to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Person’s name) with ID number \_\_\_\_\_\_\_\_\_\_\_ has been banking with our organization since \_\_\_\_\_\_\_\_\_\_\_ (date). Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_ has had an outstanding banking relationship with us all these years.

We would like to inform that Mr./Ms.\_\_\_\_\_\_\_\_\_ has conducted all his/her financial affairs with us in a very fitting manner.

At a personal level, we feel he/she is of pleasant character.

In this respect, we can say that Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_ would sincerely comply with any financial obligations incurred with your service.

Account Number:

Name:

Account opened on: \_\_\_\_\_\_\_\_\_\_\_\_ (date)

Account has a current balance of $\_\_\_\_\_\_\_\_\_ as of date \_\_\_\_\_\_\_\_

If you require any further assistance regarding the same, do let us know. You may contact us at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone number) or email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer Name:

Title:

Telephone/Email: