

**SAMPLE CREDIT REFERENCE LETTER**  
**(Please feel free to add any necessary information)**

Date:

To \_\_\_\_\_

This letter confirms that \_\_\_\_\_ with I.D. or Passport Number \_\_\_\_\_  
Borrower Name

has credit extended with \_\_\_\_\_ .  
Creditor Name

Their credit account number \_\_\_\_\_ has been open since \_\_\_\_\_ .  
Account Number Number of months/years

All of their accounts have been maintained in a \_\_\_\_\_ manner.

\_\_\_\_\_  
Notes as applicable, ie 1x30, 2x60

Type of credit extended: credit line, credit card, mortgage, other \_\_\_\_\_ .

Credit limit of \_\_\_\_\_ .

Date of last activity \_\_\_\_\_ .

Should you require any further assistance, please feel free to contact me at \_\_\_\_\_ .  
Phone Number

Yours Truly,

Signer's Name and Title

**Requirements:**

**THIS LETTER MUST BE AN ORIGINAL, ON COMPANY LETTERHEAD AND MUST REFLECT THE FINANCIAL INSTITUTION'S TELEPHONE NUMBER AND ADDRESS.  
WE PREFER THAT LETTER IS WRITTEN IN YOUR NATIVE LANGUAGE AND REFLECTS ASSETS IN NATIONAL CURRENCY!**

**IF YOU HAVE ANY QUESTIONS CONTACT YOUR ACCOUNT EXECUTIVE.**