



BANK REFERENCE LETTER

INSTRUCTIONS

Please have your bank(s) provide the following information in a letter format **on their bank letterhead**. Must be original signature.

Letter should contain the following:

- Account number(s)
- Length of time doing business
- Average account balances
- Loan information:
 - Amount of loan
 - Status
 - Type of security (i.e. A/R, signature, none, etc.)
- Line of credit information:
 - Amount of line
 - Amount in use
 - Type of security (i.e. A/R, signature, none, etc.)