



**Business Insurance  
Services, Inc.**

## **BANK REFERENCE LETTER**

Our business is to establish and place bonds for our clients. One of the requirements of bonding is for us to obtain a reference letter from our client's bank.

Please take this form to your bank and request that they write a letter, **on the bank's letterhead**, addressed as listed above.

# **SAMPLE**

This letter should incorporate answers to the questions below:

1. Date account opened.
2. Average checking balance for the past 12 months, and current checking and savings balances.
3. We need to know the dollar figure of the Line of Credit available and the dollar figure of the present account in use. We also need to know the expiration date of the line. If the Line of Credit is secured, please indicate the specific security.

It is important that your letter show dollar figures of the line of credit and the present amount in use. The terminology of low, high or medium is not acceptable.

4. Existing loan amounts and terms.
5. General recommendations as to character, business qualifications, etc.
6. Name of bank officer and their title.