

**YOUR COMPANY**

**COMPANY ADDRESS**

**CITY STATE ZIP**

**(PH) (FX)**

**REQUEST FOR BANK REFERENCE**

**DATE:**

**NAME:**

**ATTN:**

**FAX #:**

**RE:**

**ACCOUNT #:**

The above mentioned firm has given your name as a credit reference. We would appreciate receiving the following information regarding this account, which will be held in the strictest of confidence.

**OPENING DATE FOR ACCOUNT:**

**AVERAGE DAILY ACCOUNT BALANCE FOR CURRENT YEAR:**

**AVERAGE DAILY ACCOUNT BALANCE FOR PREVIOUS YEAR:**

**NUMBER OF OVERDRAFTS:**

**LOAN BALANCE ATTACHED TO ACCOUNT:**

**PRESENT BALANCE:**

**ANY OTHER NAMES ATTACHED TO THE ACCOUNT:**

**OTHER COMMENTS:**

Please fax back the completed form to .  
We appreciate your cooperation and would be pleased to reciprocate at any time.

Sincerely,

**ORDER PENDING PLEASE RESPOND ASAP!**