



Example Letter Applying for Bank Reference

To: Customer's Bank

Dear

Application for a bank reference

We have received an application from for credit facilities and have been provided with written signed authority to seek a credit reference from their bankers, see attached.

Customer:

Customer's Address:

Name of Customer's Bank

Account Number:

Sort Code:

Would you please give your opinion as to the creditworthiness of the above customer in respect of £....., against our payment terms of 30 days from date of invoice.

We would also appreciate confirmation if there is a fixed or floating charge held against any of the assets of the company. If you prefer to reply via our bankers, their details are [Your bank name, full address, and sort-code]

Thank you for your assistance.

Yours sincerely

A N Other
Small Business Ltd