

SAMPLE BANK LETTER

[Date]

[Your Name]
[Your Title]
PayneWest Insurance
[Street Address]
[City, State Zip]

RE: [ABC Company, Inc.]

Dear Brenda:

[ABC Company, Inc.] has been a client of [XYZ Bank] since [insert date]. They have handled all accounts as agreed [change this statement accordingly].

Currently, [ABC Company] has a revolving line of credit in the amount of \$[]. The current amount outstanding is \$[]. This line is secured by [insert security – i.e. equipment, account receivables, etc.]. The line matures [insert date].

Should you have additional questions, please contact me at [contact information].

Sincerely,

[name/title]