

Direct Credit Reference Letter. Get company letter head if possible
XYZ Corp
111 Xyz Ave New York, NY 303030

Date 00, 2008

To: Whom it may concern

Prospective lender address here

City State Zip

Dear Lender:

Mr. and Mrs. Joe Some took out a mortgage loan in August 1999 secured by their residence, the repayments of which have always been kept up to date. Their account number is 00965738. Our records indicate there have been no 30 day late payments in the last 12 months, and no 30 day late payments in the last 24 months.

Sincerely,

Direct reference signature

Phone and email

Note: A Credit reference letter must have 4 elements

1. Date of original loan so as to establish how long you have had the account, as you are required to have had the account established for at least 24 months. Depending on the lender and the loan program, the last 12 months or the last 24 months must be reviewed by the creditor. Payments must be timely, with no 30 day late payments posted against the account.
2. Account number.
3. Late payments, if any, in the last 12 or 24 months. WE DEFINE A LATE PAYMENT AS A PAYMENT RECEIVED 30 DAYS AFTER ITS DUE DATE.
4. Name and direct telephone number of the individual who prepared letter and reviewed account. Please try to obtain an email address.