

**SAMPLE BANK REFERENCE LETTER  
(ON BANK'S LETTERHEAD)**

Date:

**To:**

Hawksford Singapore Pte Ltd  
16 Raffles Quay  
#33-03 Hong Leong Building  
Singapore 048581

**RE : <NAME>**

**RESIDING AT <PERMANENT ADDRESS>**

We hereby confirm that the abovementioned person has been banking with us for \_\_\_\_\_  
years.

Based on our bank records, the conduct of the account is satisfactory.

For any questions, please do not hesitate to contact the undersigned.

Yours faithfully

<Name of Bank>

<Bank officer contact details>

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(Signature, Name, and Designation)