

**SAMPLE BANK REFERENCE LETTER**

Please put on Bank Letterhead and address to: Ameri-Vida Financial, SA  
Boulevard Coco  
Coco, Costa Rica

This letter should incorporate answers to the questions below:

1. Date account was opened.
2. Average checking balance for the past twelve (12) months, and checking and savings balances.
3. The dollar figure of the Line of Credit available and the dollar figure of the present account in use. We also need to know the expiration date of the line. If the Line of Credit is secured, please indicate the specific security.
4. Amounts and terms of existing loans.
5. General recommendations as to character, business qualifications, etc.

Officer \_\_\_\_\_ Title \_\_\_\_\_

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**SAMPLE PROFESSIONAL REFERENCE LETTER**

**Please put on Business/Professional Letterhead and address to:**

Ameri-Vida Financial, SA  
Boulevard Coco  
Coco, Costa Rica

Date:

To Whom It May Concern:

This reference letter is provided at the request of (or with the written authorization of) **[name of individual]**. It is my understanding that **[individual's name]** has applied for **[mortgage]** with your company. The information contained in this letter is confidential and should be treated as such. It should not be disclosed to anyone within your organization who would not be involved in the financing decision regarding this individual. Moreover, it should not be disclosed to anyone outside of your organization without the written consent of **[individual's name]**.

**[Individual's name]** has been known by me **[or been employed by our company]** since **[date]**. I have known **[individual's name]** in the capacity of **[state position or situation]**.

**State your estimation of his/her professional qualifications, character and judgment.**