

# Template 1: Formal Professional Reference

**[Your Name]**  
**[Your Address]**  
**[City, State, Zip Code]**  
**[Email Address]**  
**[Phone Number]**  
**[Date]**

**[Branch Manager Name]**  
**[Bank Name]**  
**[Branch Address]**  
**[City, State, Zip Code]**

Dear [Branch Manager's Name],

I am writing to provide a character reference for [Applicant's Name], who is applying to open a new bank account at your esteemed institution. As [Applicant's Position, e.g., 'a Senior Manager'] at [Your Company's Name], I have had the pleasure of working with [him/her/them] for the past [number] years and can attest to [his/her/their] impeccable character and integrity.

[Applicant's Name] has consistently demonstrated responsibility and honesty in all professional dealings, and [his/her/their] ethical standards are beyond reproach. [He/She/They] has/have managed financial transactions and budgets effectively, showing great diligence and attention to detail.

I am confident that [Applicant's Name] will uphold the same level of integrity as a client of [Bank Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Sincerely,

**[Your Signature (if sending a hard copy)]**  
**[Your Printed Name]**  
**[Your Job Title]**