

Template 2: Friendly Personal Reference

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

To Whom It May Concern,

I am delighted to recommend my close friend, [Applicant's Name], for the opening of a new bank account. Having known [him/her/them] for over [number] years, I can speak with confidence about [his/her/their] character and prudence in handling financial matters.

Throughout the years, [Applicant's Name] has shown great responsibility in managing [his/her/their] finances. [He/She/They] is/are always cautious and thorough when it comes to budgeting and financial planning, qualities that highlight [his/her/their] suitability for managing a personal bank account.

I have no doubt that [Applicant's Name] will be a valuable client for your bank. Should you need any more insights into [his/her/their] character, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Best regards,

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