

Template 3: Academic Reference for a Student

[Your Name]
[Your Position, e.g., ‘Professor of Economics’]
[Institution Name]
[Institution 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 pleased to provide a character reference for my student, [Applicant’s Name], who is currently pursuing [his/her/their] [degree, e.g., ‘Bachelor’s degree in Business Administration’] at [Institution Name]. I have known [Applicant’s Name] for the past [number] years and can vouch for [his/her/their] reliability, maturity, and integrity.

In my capacity as [Your Position], I have observed [Applicant’s Name]’s keen sense of responsibility, especially in managing group projects and financial tasks related to our academic programs. [He/She/They] has/have shown remarkable diligence and ethical behavior, traits that will serve [him/her/them] well in managing a personal bank account.

I strongly recommend [Applicant’s Name] for opening a bank account at [Bank Name]. Should you require additional information, please contact me at [Your Phone Number] or [Your Email Address].

Yours sincerely,

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