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BANK REFERENCE

TO:

REFERENCE
ADDRESS
ACCT #

Dear Credit Dept:

The customer referenced above has given us approval to request the following information. Your assistance is appreciated.

1. ACCOUNT SET-UP DATE:	
2. AVERAGE MONTHLY BALANCE	
3. HOW WOULD YOU RATE THIS ACCOUNT?	
4. HAVE THERE BEEN ANY OVERDRAFTS OR RETURNED CHECKS?	
5. ANY COMMENTS	

All information received will be kept confidential. Thank you for your immediate attention.

Best Regards,

Credit Department