

SAMPLE BANK LETTER
ON BANK LETTERHEAD

Note: This sample letter must be supplied to your banker. This outline must be followed and all current balances and average balances must be indicated in actual dollar amounts. Should your banker have any questions please have him/her contact us at 866-459-4262.

Date...

To:

ICNA Re

2564 Brunswick Ave.
Lawrenceville, NJ 08648

RE:

BANK RELATIONS/INSERT NAME HERE

Mr. INSERT NAME HERE originally opened his accounts with this institution on date and maintains the following accounts:

Business Checking: Account # _____; Current Balance - \$ _____; 6 mo. Avg. Balance - \$ _____

Business Checking: Account # _____; Current Balance - \$ _____; 6 mo. Avg. Balance - \$ _____

Personal Checking: Account # _____; Current Balance - \$ _____; 6 mo. Avg. Balance - \$ _____

Personal Checking: Account # _____; Current Balance - \$ _____; 6 mo. Avg. Balance - \$ _____

Certificate of Deposit in the name of John/ Jane Doe: No. _____ Amount \$ _____

Term ; _____ Opened - _____ Matures - _____ RENEWABLE _____

_____ also maintains a **Line of Credit** in the name of _____ for Working Capital.

AMOUNT - \$ _____

OPENED - date; _____ EXPIRATION - date; _____ SECURITY * - _____

TERMS - _____ CURRENT AMOUNT OUTSTANDING - \$ _____

*Please include a copy of the covenants for any bank lines of credit.

Mr. INSERT NAME HERE has conducted all of his relationships in a very satisfactory manner and is one of our most valued customers.

Very truly yours,

By: (Bank Officer)

Typed Name and Title