

## Sample Bank Reference Letter

TO BE PROVIDED ON BANK'S LETTERHEAD

To : HSBC/Standard Chartered Bank/Bank of East Asia (delete as appropriate)

RE : PERSON'S NAME

We would advise that \*Person's Name\* had maintained a \*Saving/Current\* Account with our Office since \*Date\* (must be more than one year). (this clause is for HSBC or Standard Chartered Bank only)

This is to certify that Mr./Mdm. \*Person's Name\* (holder of Passport No./HK Identity No.\*\*\*), and residing at \*Home Address\* has been client of this Bank since \*Date\* (must be more than half year). We confirm that the accounts held by the subject have been conducted properly up to our satisfaction. (this clause is for Bank of East Asia only)

My authorization code number is \*Authorization Code Number\*. (this clause is for HSBC only)

We give the foregoing information without any responsibility on the part of the Bank or any of its officers.

Yours faithfully,

Banker