

(Your name here)

To: _____
The Manager

Bank: _____

Address: _____

Date:

Re: _____

In your capacity as Manager, could you please provide a bank reference for the above and return it at your earliest convenience.

I enclose a copy of a letter authorising you to do.

The proposed rent to be paid is £

Thank you for your co-operation in this matter.

Yours faithfully,

To: _____
The Manager

Bank: _____

Address: _____

Date:

Re: **Personal Account**

Please provide a bank reference for me on the following account:

Account Name: _____

Account Number: _____

Sort Code: _____

Please deduct any fee for this charge from this account.

Yours faithfully,