**#1**

I am writing on behalf of XYZ Bank in order to perform a credit reference check for ABC who has applied for a loan. He has provided your organization’s name as a credit reference. According to him, he has been a client at your bank between 20016 and 2022.

We would appreciate if you could take some time out to help us with our evaluation of ABC. Kindly provide us details of his credit history with your organization. Additionally, please also check and verify the attached documents that he has provided as his financial records at your bank.

We would be grateful to you for your assistance in this matter.

**#2**

I am John Doe from XYZ Bank. I am reaching out to you regarding an applicant, Mr. Harry Smith. He has recently applied for a credit card and provided your name as his credit reference. I, therefore, seek your assistance for the verification of his credit history with you.

Kindly email me details of his financial record at your organization. I am particularly interested in information about his payment track record and any outstanding balances.

I would really appreciate your cooperation.

**#3**

My name is Jane Doe and I am writing to you as a representative of XYZ Bank. One of your clients, ABC has recently submitted an application to us to open an account at our bank. He has mentioned your name for the cross-reference of his credit history. Kindly provide us with a general overview of his credit record at your organization.

We would appreciate your assistance.

**#4**

This is with reference to Jane Doe who has provided your name to evaluate her credit reference. Her loan application is currently under process at our bank. We need to verify her credit history before approving her loan.

Kindly fill out the attached form and provide us with your comments about her general credit behavior. We would really appreciate your cooperation.

**#5**

I am writing to request a general credit check for XYZ who has applied for a mortgage at our company. In his application form, XYZ has mentioned that he has an active account at your bank. We, therefore, seek your assistance in the verification process.

Kindly provide us details about XYZ’s record, including the current status of his account, his credit history and any defaults. You may email us the details or call us to discuss the requested information.

We look forward to your response.