Name of the recipient:

Contact details of the recipient.

Subject: **[TEXT…]**

Respected (mention the name of recipient),

I am writing this letter in response to the inquiry letter received from you about Mr. ABC. I can vouch that he is an honest individual who has a very good financial record. He is the best candidate whose loan application can be approved. Mr. ABC has a good character and he always pays back the loan.

I am enclosing the financial documents that can prove the financial arrangement of Mr. ABC with us. Through these documents, you can see that he was able to fulfill his commitment with us regarding paying off the loan. His behavior was satisfactory with us and we faced no delay from his side.

Regards,

Name of the sender  
Signatures of the sender

Date