**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

To Whom It May Concern

Respected sir/madam,

This letter is being written to confirm that Mr. ABC with id number 1A6 has been banking with our organization for the last 3 years. During this time, Mr. ABC has always been in good credit standing. He has always paid his dues on time.

As a member of the bank, I would like to say that Mr. ABC has always been very much responsible because he has always fulfilled his obligations and abided by the rules and policies of the company whatever he agreed with and therefore, I am convinced that he qualifies for the loan he is applying for.

Due to the good reputation of Mr. ABC, I am confident that he can fulfill all the financial obligations. If you want to know more about Mr. ABC, I am ready to provide you with more information. For your satisfaction, a copy of the credit report is attached to this letter.

Thanking you.

Name of the sender  
Sender’s designation in the company  
Name of the company