[Date]

To,

[Designation]

[Company name]

[Address]

Subject: letter of response to the bank reference letter

Dear sir/madam,

I would like to inform you that your requested bank reference letter has been approved by the authority of our company. For the employee you have been referenced, he/she is a genuine person and very much dedicated to his/her work.

He/she has been a great co-worker as well. The feedback of [mention candidate name] is positive by our company. And there are no negative comments that have passed about him/her. You can verify his/her request.

I would like to add that he/she is sincere and very much punctual towards his/her work. He/she is very much dedicated to his/her time. I am sure about him/her; you won't regret his/her reference.

If you have any further queries, you can reach us at [mention phone number] or through an email [mention email address]. About the company, you can visit our official page at [mention link]. We are looking forward to hearing from you.

Sincerely,

[Sender Name]