

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

[Recipient Name or Department]
[Bank or Financial Institution Name]
[Institution Address]
[City, State, Zip Code]

Subject: Reference to Corporate Account Number: [Insert Account Number]

Dear [Recipient Name],

I am writing to you on behalf of [Your Company Name] regarding our corporate account held with your institution. Please use this letter as a formal reference for the specific account number listed below:

Corporate Account Number: [Insert Account Number]
Account Name: [Insert Full Registered Company Name]
Account Type: [Insert Account Type, e.g., Checking/Savings/Payroll]

This account reference is being provided for the purpose of [state purpose, e.g., setting up a wire transfer, verifying credit, or updating internal records].

Should you require any further documentation or verification regarding this account, please do not hesitate to contact our finance department at [Phone Number] or via email at [Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]
[Your Company Name]