

To: The Manager
Shanghai Commercial Bank Ltd.
(Office/Branch)
Hong Kong.

Date :

Dear Sir,

Request for Bank Reference Letter

I / We hereby request your bank to issue a bank reference letter in Chinese / English
to * _____
(Address : _____)/
* with the heading of " TO WHOM IT MAY CONCERN " covering the following information :

(please "✓" the appropriate box)

1. Type of account(s) maintained with the bank
2. Account opening date
3. Financial status for the past six months
4. Business scope & credit status
5. Overall comment
6. Others : _____

For any charges incurred, please debit my / our account no. _____
with you.

Yours faithfully,

Signature of Applicant(s)

* Please delete whichever is inapplicable