Sample letter to obtain bank reconfirmation of current status of the customer accounts/facilities.
(To be typed on the Bank letterhead)

Date: ……..

Construction Guarantee Fund
"Savsiripaya",
123, Wijerama Mawatha
Colombo 07

Dear Sir,

CERTIFICATION OF THE CURRENT STATUS OF THE CUSTOMER ACCOUNTS/FACILITIES

This is to confirm that the following named our customer with registered office at the following address maintain following Current/Savings Accounts, deposits with us and provided the under mentioned facilities against those accounts.

Customer Name : ……

Company Name : ……

Address : ……

Accounts – Please mark Individual = **IN** or Joint = **JO**

Account Type *[Current/Savings/other(specify)]*	IN / JO	Number	Holder Name/s	NIC

Deposits : **Total** Fixed Repo Short Call Money Market

Rs(M) …… …… …… ……

Facilities

Short term loans : Total Rs. (M) …… Balance Rs. …… as at ……..

Long term loans : Total Rs. (M) …… Balance Rs. …… as at ……..

Letters of Guarantee : Amount …… Validity period from …… to ……

: Amount …… Validity period from …… to ……

: Amount …… Validity period from …… to ……

Overdraft (TOD) : Total Rs. (M) …… Balance Rs. …… as at ……..

Overdraft (POD) : Total Rs. (M) …… Balance Rs. …… as at ……..

Any other facilities : ……

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This letter has been issued at the request of our customer please.

Thank You.
Yours faithfully,

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Authorized Signatory of the Bank and staff code *Bank Seal*
Name : ……
Designation : ……
Bank : ……