

GENERAL REFERENCE LETTER REQUEST FORM

Credit Risk Management

Date (DD/MMM/YYYY):

Form Completion Guidelines:

- Be sure to provide the e-mail address where you would like the letter to be sent.
- Failure to provide complete information may result in processing delays.

PERSONAL DETAILS**Applicant 1**☐ Mr. ☐ Mrs. ☐ Miss. ☐ Other:

Name: (First) (Middle) (Last)

Applicant 2 (if applicable)☐ Mr. ☐ Mrs. ☐ Miss. ☐ Other:

Name: (First) (Middle) (Last)

LETTER DETAILSReference letter to be issued in the name of (Please note, letters **WILL NOT** be issued "To Whom this May Concern"):Reference letter
addressed to
(Please include full
mailing address):

Attention (if applicable):

Purpose of reference:

Dollar amount included in the letter: ☐ Yes ☐ No If **Yes**, please specify the amount:

Special instructions:

PAYMENT DETAILS

I, (PRINT NAME), hereby authorise you to debit my Account # (ACCOUNT YOU WISH TO BE DEBITED)

Name(s) on Account:

☐ Rush* (1-2 working days) \$45.00 charge ☐ Standard (3-5 working days) \$35.00 charge

Signature

Name (print)

Date (DD/MMM/YYYY)

Telephone:

E-mail:

Please submit this form request via e-mail to creditreference.bermuda@butterfieldgroup.com.***For Rush Service, requests must be received by 11:00 a.m. to be e-mailed to you within two business days.**If you have any questions, you may contact us at 441-295-1111 (select option 5 to speak with an agent), or e-mail us at info@butterfieldgroup.com.

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Information Classification: Public

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