**(TO BE PRINTED ON LETTERHEAD)**

# Ref: [insert reference number]

Nairobi, [insert date]

The Branch Manager

[Insert name of bank]

[Insert address or location]

Dear Sir/Madam,

**Re: [Insert name of employee – ID NO. [Insert ID number of employee]**

This is to certify that [insert name of employee]is an employee of [insert name of organization] on [insert type of contract] contract since [insert date of joining]. She is deployed as [insert designation of employee].

She wishes to open an account with your bank.

[Insert name of company] does not commit to being a guarantor for any loan/advance that may be granted to her by your bank.

Any assistance accorded to her will be appreciated.

Yours faithfully,

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Director

CC: File