



# Butterfield

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[www.butterfieldgroup.com](http://www.butterfieldgroup.com)

REQUEST FOR REFERENCE LETTER

DATE OF APPLICATION: \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_  
(Print)

REFERENCE LETTER TO BE ISSUED IN THE NAME OF: \_\_\_\_\_  
(Sole name/joint names/business)

ACCOUNT NUMBER(S): \_\_\_\_\_

INVESTMENT PORTFOLIO:  YES  NO

REFERENCE LETTER(S) ADDRESSED TO: \_\_\_\_\_  
(PLEASE INCLUDE FULL MAILING ADDRESS)

PURPOSE OF REFERENCE: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF SECOND APPLICANT: \_\_\_\_\_  
(Both required for joint letter)

TELEPHONE: \_\_\_\_\_

For Bank Use Only
Signature Verified By: _____

COLLECTION DATE: \_\_\_\_\_  
\*Same Day Express (Fee: CI\$45.00)

\*Three (3) Business Days (Fee: CI\$20.00)

GOVERNORS SQUARE

MIDTOWN PLAZA

BUTTERFIELD PLACE

*\*For same day express service, requests must be received by 10:00am, to be collected after 3:00pm on the same day from the 2<sup>nd</sup> floor Reception, Butterfield Place, 12 Albert Panton Street. Fees quoted are per letter issued. Requests for the purpose of a Permanent Residency or Status application cannot be offered same day express service.*

CR21-12

FOR BANK USE ONLY
BRANCH: _____
INSTRUCTIONS TAKEN BY: _____
SPECIAL INSTRUCTIONS: _____
FEE TO BE DEBITED FROM ACCOUNT: _____