

**NOTE: This sample letter must be supplied to your banker. This outline must be followed and all current balances and average balances must be indicated in actual dollar amounts. Should your banker have any questions, please have him/her contact your agency or National Surety Services, Inc. at 1-800-953-6699, FAX (770) 394-6888**

**SAMPLE BANK LETTER**

**PLEASE ISSUE ON BANK LETTERHEAD**

Date:

National Surety Services, Inc.  
3091 Holcomb Bridge Road  
Suite H-2  
Norcross, GA 30071

RE: BANK RELATIONS / MR. JOHN DOE AND ABC CONSTRUCTION COMPANY

Mr. John Doe originally opened his accounts with this institution on **date** and maintains the following accounts:

Business Checking Account: 1; Current Balance = \$10,245.00;  
6 mo. Avg. Balance \$18,700.00  
Business Checking Account: 2; Current Balance = \$30,876.00;  
6 mo. Avg. Balance \$32,500.00  
Personal Checking Account: 3; Current Balance = \$11,624.00;  
6 mo. Avg. Balance = \$ 4,300.00  
Personal Savings Account: Acct. 4; Current Balance = \$13,384.00;  
6 mo. Avg. Balance \$10,400.00

Certificate of Deposit in the name of John Doe or Jane Doe: Amount = \$50,000.00;  
Term = 1 year; Opened - 11/30/10; Matures - 11/30/11; AUTOMATICALLY RENEWABLE

Mr. Doe also maintains a **Revolving Line of Credit** in the name of ABC Construction Company for working capital. **AMOUNT** = \$50,000.00; **OPENED** - 6/12/99; **EXPIRATION** - 6/12/12, **SECURITY** - Trust Deed on 123 Elm St., Anytown IJSA and personal guarantee of Mr & Mrs Doe; **TERMS** - 2% over bank's prime rate but not less than 9%; **CURRENT AMOUNT OUTSTANDING** = \$22,670.00

Mr. Doe has conducted all of his relationships in a very satisfactory manner and is one of our most valued customers.

Very Truly Yours,

By: \_\_\_\_\_ (Bank Officer)

\_\_\_\_\_  
(Type Name & Title)