

# SURETY PLACEMENT SERVICES LLC

## Sample Bank Letter

### 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 the nearest regional office.

### Sample Bank Letter to be placed on Bank Letterhead

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

Mr. John Doe originally opened his account(s) with this institution on \_\_\_\_ (date) \_\_\_\_ and maintains the following accounts:

*Business checking account:* Account #000000000-1  
Current Balance = \$10,235.00; 6 mos.  
Average Balance = \$18,700.00

*Business checking account:* Account #000000000-2  
Current Balance = \$30,876.00; 6 mos.  
Average Balance = \$32,500.00

*Personal checking account:* Account #000000000-03  
Current Balance = \$9,634.00; 6 mos.  
Average Balance = \$3,200.00

*Personal savings account:* Account #000000000-01  
Current Balance = \$12,900.00; 6 mos.  
Average Balance = \$10,400.00

Certificate of Deposit in the name of John Doe or Jane Doe: No. 666666-1; Amount = 50,000;  
Term = 1 year; Opened – 11/30/85; Matures – 11/30/90; AUTOMATICALLY RENEWABLE.

Mr. Doe also maintains a Revolving Line of Credit in the name of ABC Construction Company for working capital. AMOUNT = \$50,000; OPENED – 6/12/86; EXPIRATION – 6/21/91; SECURITY – Trust Deed on 123 Elm Street, Anytown, USA and personal guarantee of Mr. & Mrs. Doe; TERM – 2% over banks prime rate but not less than 9%; CURRENT AMOUNT OUTSTANDING = \$32,670.

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: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_