

**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. If your banker has any questions please have him/her contact your agency or Frontier Bonding Service, Inc.

## **SAMPLE BANK LETTER**

### Bank Letterhead

Date...

Frontier Bonding Service, Inc.  
130 Nickerson Street, Suite 311  
Seattle, WA 98109

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: Acct. #000000000-1; Current Balance = \$10,245.00;  
6 mo. Avg. Balance = \$18,700.00

Business checking account: Acct. #000000000-2; Current Balance = \$30,876.00;  
6 mo. Avg. Balance = \$32,500.00

Personal checking account: Acct. #00000000-03; Current Balance = \$9,624.00;  
6 mo. Avg. Balance = \$3,200.00

Personal savings account: Acct. #10000000-01; Current Balance = \$12,900.00;  
6 mo. Avg. Balance = \$10,400.00

Certificate of Deposit in the name of John Doe or Jane Doe: No. 666666-1; Amount = \$50,000.00; Term = 1 year; Opened - 11/30/95; Matures - 11/30/00; 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 - 6/12/99; EXPIRATION - 6/12/00; SECURITY - Trust Deed on 123 Elm St., Anytown, USA and personal guarantee of Mr. & Mrs. Doe; TERMS - 2% over banks prime rate but not less than 9%; CURRENT AMOUNT OUTSTANDING = \$22,670.

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: (Bank Officer)  
Typed name and title