

## **BANK LETTER CUSTOMER RELATIONSHIP**

**Please take this to your banker and request that they write, on the bank's letterhead, a letter addressed to:**

**Insurance & Financial Services, LTD.  
Attn: Bond Dept.  
P.O. Box 970  
Hockessin, DE 19707-0970**

**Our business is to establish and place bonds for our clients. One of the requirements of bonding is for us to obtain a reference letter from our client's bank.**

**This letter should incorporate answers to the questions below:**

- 1. Date account opened.**
- 2. Average checking for the past three (3) months, and present checking and savings balance.**
- 3. We need to know the dollar figure of the Line of Credit available and the dollar figure of the present amount in use. We also need to know the expiration date of the line, if the line is secured, how it is secured, or if unsecured.**
- 4. Amount and terms of any existing loans.**
- 5. General recommendations as to character, business qualifications, etc.**

---

**NAME OF BANK**

---

**OFFICER**

---

**TITLE**