

Delmarva Surety Associates, Inc.

SURETY BOND SPECIALISTS

BANK LETTER OF CUSTOMER RELATIONSHIP

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

Delmarva Surety
2345 York Road
Timonium, MD 21093

Our business is to establish & 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 was opened
2. Average checking balance for the past twelve (12) months, and checking & 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 of Credit is secured, please indicate the specific security.

It is important that your letter show dollar figures of the line of credit and of the present amount in use. The terminology of low, high or medium is not acceptable. Working capital is an important part of bonding, and a line is considered part of the working capital: therefore it is important we know the dollar figures. If we do not have this information, we cannot place an account of bonding.

4. Amounts and terms of existing loans.
5. General recommendations as to character, business qualifications, etc.

Name of Bank _____
