

SAMPLE

BANK REFERENCE LETTER

(To be Completed by Bank Officer on Bank Letterhead)

(Date)

Gregory E. Nash
Bonds Southeast, Inc.
1030 17th Avenue South
Nashville, TN 37212

RE: (Principal)

I have been acquainted with the above-named contractor for _____ years. The average bank account for the last year has been \$ _____. The current account balance is \$ _____.

We have provided a working capital line of credit to this contractor in the amount of \$ _____, secured by _____.

The current amount owing against this working capital line of credit is \$ _____. The line of credit expires on _____.

Sincerely yours,

(Name of Bank Office)
(Title)

To the Bank: Please feel free to add any additional information that you feel will be helpful for surety consideration of this account.