



BANK LETTER OF CUSTOMER RELATIONSHIP

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:

NAME _____

ADDRESS _____

BANK _____

ADDRESS _____

PERSON CONTACTED _____ POSITION _____

DATE CONTACTED _____ ACCOUNT OPENED _____

BANK BALANCE VERIFIED AS OF _____ AMOUNT \$ _____

CURRENT YEAR'S AVERAGE BALANCE _____

PAST YEAR'S AVERAGE BALANCE _____

HAS LINE OF CREDIT BEEN ESTABLISHED? _____ AMOUNT \$ _____

TYPE OF LINE ESTABLISHED _____

UNSECURED _____ SECURED _____ WHAT BASIS _____

EXPIRATION DATE OF CREDIT LINE _____ AMOUNT NOW USED \$ _____

ANY R.E. OR EQUIPMENT LOANS OUTSTANDING _____ TYPE _____

TERM _____ TOTAL AMOUNT \$ _____ MONTHLY PAYMENTS _____

IS PRINCIPAL CO-ENDORSER FOR OTHERS _____ WHO _____ AMOUNT \$ _____

DOES BANK KNOW OF ANY CONTINGENT LIABILITIES FACING PRINCIPAL? _____

ANY LIENS FILED, JUDGMENTS, SUITS OR CLAIMS PENDING _____

BANK'S OPINION OF PRINCIPAL _____

PREPARED BY: _____

