

(FINANCIAL INSTITUTION'S LETTERHEAD)

(DATE)

RE: *(NAME OF CONTRACTOR)*

To Whom It May Concern:

(NAME OF CONTRACTOR) has been a customer of *(NAME OF LENDING INSTITUTION)* since *(DATE)*. The company maintains a depository relationship with us. As of the date of this letter, *(NAME OF CONTRACTOR)* shows the following balances- *(please use exact dollar amounts, ranges will not suffice for our purposes)*:

- Current Cash Balance:
- Average 12 Month Cash Balance:
- Current Long Term Note(s) Outstanding (If Applicable):
 - Amount of Note(s):
 - Maturity date of Note(s):
 - Payment Terms of Note(s):

(NAME OF CONTRACTOR) has established a line(s) of credit for *(AMOUNT OF LINE)*, expiring on *(DATE)*. The line(s) is secured by *(COLLATERAL)* and guaranteed by *(NAME OF INDIVIDUAL GUARANTORS IF APPLICABLE)*. The current outstanding balance is *(AMOUNT)*. The average 12 month balance is *(AMOUNT)*. The 12 month high balance was *(AMOUNT)* and the 12 month low balance was *(AMOUNT)*.

(IF APPLICABLE)- *(NAME OF LENDING INSTITUTION)* has the first lien position on *(NAME OF CONTRACTOR)* accounts receivable. However, we understand that should a specific project be bonded, the surety will have a superior security interest in the related contract proceeds.

Sincerely,

(BANK REPRESENTATIVE)
(TITLE)