

# SAMPLE BOND LETTER

SURETY OR BONDING AGENT  
LETTER HEAD

DATE

Re: COMPANY NAME

To Whom It May Concern:

While we have no established bonding limitation, we have generally agreed to bond individual projects ranging in size to \$0,000,000.00 with an aggregate program of \$0,000,000.00. Presently, the majority of this capacity is available to the contractor.

**Approval of individual bonds is based on favorable review of the contract documents, owner financing by both COMPANY NAME & SURETY OR BONDING COMPANY, along with a general update to our underwriting file.**

Sincerely,

NAME  
TITLE