



1710 N. Douglas Drive
Golden Valley, Minnesota 55422
763-543-6993
763-512-0430 [FAX]

Subject: Financial Institution Bank Letter of Customer Relationship

*C*C*I has been contacted to assist with the placement of a Surety Bond Program with an Insurance Company for the firm presenting you with this letter. An important part of the underwriting process which the end result is the extension of Surety Bond credit is to review our clients relationship with their financial institution, and their past credit performance.*

A reference letter without exact dollar amounts is of no use. The terminology of a low, medium or high figure is not acceptable for Surety Bond Underwriting. Please provide us with the following:

- *Date deposit account(s) was opened.*
- *Checking account and savings account 12 month average balance.*
- *Current checking account and savings account balance.*
- *Working capital line information:*
 - Line Limit*
 - Current balance outstanding, and date*
 - Line expiration date*
 - Security pledged for the line*
 - Any line violations*
- *Current Loan obligations total of debt, purpose, and its security i.e. equipment etc.*
 - Payment history, prompt etc.*

The reference letter should be prepared on bank letterhead, signed, and dated by a Banking Officer.

If there are any questions, please feel free to contact our office at either 763-543-6993 or 1-866-317-3294.

*Sincerely,
CCI Surety, Inc.*

*C*C*I Surety, Inc. 763-543-6993, 763-512-0430[*fax*]*