

Bank Letter of Customer Relationship

Please take this form to your banker and request that they write, **on the bank's letterhead**, a letter addressed to:

Atlantic Underwriting Group, Inc.
992 Old Eagle School Road, Suite 915
Wayne, PA 19087

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:

1. Date account was opened.
2. Average checking balance for the past twelve (12) months, and checking and savings balance.
3. We need to know the dollar figure of the Line of Credit available and the dollar figure of the present amount in use. We also need to know the expiration date of the line. If the Line of Credit is secured, please indicate the specific security.

It is important that your letter show dollar figures of the line of credit and of the present amount in use. The terminology of low, high or medium is not acceptable. Working capital is an important part of bonding, and a line is considered part of the working capital: therefore it is important we know the dollar figures. If we do not have this information, we cannot place an account for bonding.

4. Amounts and terms of existing loans.
5. General recommendations as to character, business qualifications, etc.

Name of Bank _____

Officer _____ Title _____