

**\*Bonding Company Letter Head Required \***

*(Company Name)*

*(Address)*

*(City, State, Zip Code)*

*(Business Phone/Fax)*

*(Today's Date)*

To Whom It May Concern:

RE: \_\_\_\_\_ *(Subcontractor Company Name)* - Surety Bond Capacity

This letter serves to confirm that \_\_\_\_\_ *(Bonding Company Name)* as agent, handles the bonding needs of \_\_\_\_\_ *(Subcontractor Company Name)* and their subsidiaries.

Please be advised that \_\_\_\_\_ *(Subcontractor Company Name)* and their subsidiaries have been pre-qualified by \_\_\_\_\_ *(Bonding Company Name)* for performance and payment bonds in excess of \_\_\_\_\_ *(Amount)* single bonding capacity and \_\_\_\_\_ *(Amount)* of aggregate bonding capacity. It is understood, of course, that any arrangement for performance bonds is a matter between \_\_\_\_\_ *(Bonding Company Name)* and their subsidiaries and we assume no liability to the third parties or to you if for any reason we do not execute said bonds.

We do not hesitate in our strong recommendation of \_\_\_\_\_ *(Subcontractor Company Name)* and their subsidiaries, their ability, and professionalism. Should you have any questions, please feel free to contact me at \_\_\_\_\_ *(Bond Agent Phone Number)*.

Sincerely,

Surety Practice Leader