

**SAMPLE BANK LETTER**

*THIS LETTER IS TO BE WRITTEN ON THE BANK'S LETTERHEAD*

TO: **GTPS Insurance Agency**  
1311 S Neil St.  
P.O. Box 1007  
Champaign, IL 61824-1007

RE: *(Name of Contractor)*

Gentlemen:

We have known this contractor for the last \_\_\_\_\_*(number of years)* and have known him to be reliable in his business, with unquestionable integrity.

We have extended an open line of credit to him in the amount of \$\_\_\_\_\_. He has always paid as agreed.

Based on real estate and secondary assets, we would consider a secured line of credit over and above the unsecured line of credit in the amount of \$\_\_\_\_\_. This line of credit should not be construed to be in the maximum or the minimum amount of credit we would entertain. This line of credit could vary depending on the contractor's ever-changing financial situation and work program.

This information is to be held in the strictest confidence.

Sincerely yours,

\_\_\_\_\_  
*(Name of Bank)*

\_\_\_\_\_  
*Signature*

Title