

## **BANK LETTER OF RECOMMENDATION REQUEST**

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.

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

**Babb Bonding, Inc.  
P.O. Box 6255  
Sherwood, AR 72124**

### **To Whom It May Concern:**

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 current checking and savings balance (dollar figures)
3. We need to know the dollar figure of the Line of Credit available and the dollar 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 that we know dollar figures. If we do not have this information, we will not have the necessary documentation from the bank to help with our client's bond program.
4. Amounts and terms of existing loans.
5. General recommendation as to character, business qualifications, etc.

If you should have any questions regarding this request, please do not hesitate to give us a call. We will be glad to help you with any questions you may have in order to help our customers.

Thank you,

Babb Bonding, Inc.