**SAMPLE BANK LETTER**

**(PLEASE USE EXACT AMOUNTS)**

[Date]

Chad Martin

TIS Insurance Services

1900 Winston Road Suite 100

Knoxville TN 37919

RE: [Contractor]

Dear Mr. Martin:

[Contractor] has been a customer of [Financial Institution] since \_\_\_\_\_\_\_. The company maintains a depository relationship with us. As of the date of this letter, [Contractor] shows the following balances:

* Current Cash Balance for each account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Average Cash Balance: 30-day: \_\_\_\_\_\_\_ 90-day: \_\_\_\_\_\_\_\_ 12 months: \_\_\_\_\_\_\_\_
* Current outstanding:

Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maturity date of each note:\_\_\_\_\_\_\_\_\_\_\_\_

Monthly payments:\_\_\_\_\_\_\_\_\_\_\_\_\_

[Contractor] has established a line(s) of credit for \_\_\_\_\_, expiring on \_\_\_\_\_\_\_. The line is secured by \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The current outstanding balance is \_\_\_\_\_\_\_\_\_\_\_\_\_ and the average balance over the past year is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The high balance is \_\_\_\_\_\_\_\_ and the low balance is \_\_\_\_\_\_\_\_\_.

Our relationship with [Contractor] is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[Banker]

[Title]