

## BANK LETTER OF CUSTOMER RELATIONSHIP

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

UNIVERSAL SERVICE AGENCY, INC.  
501 Office Center Drive, Suite 128  
Ft. Washington, PA 19034-3208

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 the account was opened;
2. Average checking balance for the past 12 months, and checking and saving=s account balances;
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 and medium is not acceptable.

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

Thank you.