

# SAMPLE

## Project Reference Letter Request Form

To (Prior Owner):

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(Company Name)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

The above company has listed you as a reference for bonding purposes, since they have completed a contract for you. In order for us to complete our underwriting, please assist us in our analysis by completing the following questionnaire.

Your responses will be held in confidence and you assume no liability as a result of replying.

We appreciate your assistance!

Contract name: \_\_\_\_\_

Contract Final Amount: \$\_\_\_\_\_ Completion Date: \_\_\_\_\_

Rating of Performance and Ability: \_\_\_\_\_

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Signature of Prior Owner \_\_\_\_\_ Date \_\_\_\_\_