

SAMPLE

Project Reference Letter Request Form

To (Prior Owner):

(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: _____

Signature of Prior Owner _____ Date _____