

SAMPLE: TO BE TYPED ON OWNER'S OR GENERAL CONTRACTOR'S LETTERHEAD

Re: "All Rights Letter"

Dear Underwriter:

The work performed to date by _____ ("Principal"),
(contractor)
on the project known as _____
is satisfactory in every respect and is on schedule. We know of no unpaid laborers
or material supplier (except the following if applicable).

The contract amount is \$_____ and I would estimate that the job is
_____ % complete. The total of approved requisitions to date is \$_____,
the total amount paid against these requisitions is \$_____, and the
amount withheld as retainage is \$_____. The remaining unearned
contract balance as of this date is \$_____.

*IF THE JOB WAS BID: The Principal's price for this bonded job, was in line, in that it was less than
10% lower than the next responsible bidders price.

*IF THE JOB WAS NEGOTIATED: The Principal's price for this bonded job is well in line with our
estimate of what should be a fair price for the work, including a reasonable profit.

We are in possession of no facts or information, at this time, which would lead us to
believe that the Principal would have any problem completing this job according to
plans and specifications on schedule and paying all bills for which the Principal is
responsible.

The remaining time allowed Principal for completion of this project is _____
working days and the maximum amount of liquidated damages which could
conceivably be assessed against Principal under the terms of the contract, would in
no event exceed \$ _____ per working day. All payments due to Principal
have been made to date.

We understand that the Surety will rely on this information in making its decision to
issue or decline the bond or bonds which have been requested by the undersigned.

* If this letter is from Owner/Obligee it should also include in this area, comments as to why the
bond was not previously requested and is now being required.

BY: _____
(Signature)

(Name typed)

Title

Dated: _____