

## Reference Letter

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

Address: \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_

To Whom it May Concern:

The above listed applicant has applied to us for a surety bond and has listed your name as a reference. Please provide us the benefit of your experience by completing the following letter of reference regarding previous work the contractor has performed. Please be assured that your comments will be held in confidence.

Upon completion of the form, please return to Kelly McLeod or Sam Newberry at The Surety Group Agency, LLC via mail, fax or e-mail ([Kelly@suretygroup.com](mailto:Kelly@suretygroup.com)). Should you have any questions or concerns, please do not hesitate to contact our agency. Thank you for your assistance in this matter.

Largest Project Completed: \_\_\_\_\_

Project Title: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Location: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Quality of Workmanship: \_\_\_\_\_

Cooperation: \_\_\_\_\_

Was project completed on time?  Yes  NoWould you work with this firm again?  Yes  NoAny problems?  Yes  No

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Obligee Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Date: \_\_\_\_\_