

Request for Performance Bond

Date: [Insert Date]

To: [Bonding Company Name]

Address: [Bonding Company Address]

City, State, Zip: [City, State, Zip]

Dear [Bonding Company Representative's Name],

I am writing to formally request a performance bond for the subcontractor, [Subcontractor's Name], in relation to the government contract awarded for [Project Name/Description]. The details of the project are as follows:

- Contract Number: [Insert Contract Number]
- Project Start Date: [Insert Start Date]
- Expected Completion Date: [Insert Expected Completion Date]
- Contract Value: [Insert Contract Value]

The performance bond is essential to ensure that the subcontractor fulfills their obligations and complies with all contractual terms. [Subcontractor's Name] has a proven track record of meeting project milestones and delivering quality work.

Please find the necessary documents attached for your review:

- Subcontractor's Financial Statements
- Proof of Insurance
- Letter of Intent from Subcontractor

We request that the bond amount be set at [Insert Amount], which is [Insert Percentage]% of the contract value. Kindly let us know the next steps required to proceed with this request.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Address: [Your Company Address]

Phone: [Your Phone Number]

Email: [Your Email Address]