

Service Bond Requirement Clarification Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the service bond requirement associated with my upcoming employment at [Company's Name].

Specifically, I would like to understand the following:

- The duration of the service bond.
- Any financial implications associated with the bond.
- Conditions under which the bond may be forfeited.
- Processes and obligations regarding the bond after the service period.

It would be greatly appreciated if you could provide me with the necessary information or direct me to the appropriate person to further discuss this matter.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]