

# Surety Insurance Application Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit an application for surety insurance for a public works project that I am undertaking. The details of the project are as follows:

- **Project Name:** [Insert Project Name]
- **Location:** [Insert Project Location]
- **Estimated Value:** [Insert Estimated Project Value]
- **Project Duration:** [Insert Project Duration]

I have attached the necessary documentation to support this application, including:

- [Document 1]
- [Document 2]
- [Document 3]

I appreciate your consideration of my application and look forward to your prompt response. Should you need any additional information, please feel free to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]