

Construction Bond Request

Date: [Insert Date]

To: [Insert Bonding Company's Name]

Address: [Insert Bonding Company's Address]

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

Dear [Insert Contact Name],

We are writing to formally request a construction bond for our upcoming project located at [Insert Project Address]. The project is expected to commence on [Insert Start Date] and is anticipated to complete by [Insert End Date].

The details of the project are as follows:

- Project Name: [Insert Project Name]
- Project Description: [Insert Brief Description]
- Contract Amount: [Insert Contract Amount]

Please find attached all necessary documents required for the bond application process. We appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]