

**Form D SAMPLE LETTER LINE OF CREDIT FOR RESIDENTIAL CONTRACTOR**  
**IF APPLICABLE Questions? Call 478-207-2440.**

Instructions for Applicant:

Provide this to your bank and ask the bank to use this letter as a template for your letter of credit. You will fax the letter provided by the bank to the Board. *Please fax letter from bank, along with your receipt, to 1.478.314.5805*

Instructions for Banking Institution:

To be written on bank letterhead and then returned to applicant. Name on Letter of Credit must be the EXACT NAME as the **business organization's name** submitted on the **Qualifying Agent Affidavit** to the Board and as on financial statement.

-----Sample Letter Below-----

Date

To: CONTRACTOR LICENSEE (**Business Organization**)  
Address  
City, State, Zip

Dear Contractor:

You have requested that (*Name of Lending Institution*) establish a Line of Credit which will be available to (*Contractor's Business Organization's name as to be on license*) for use in conducting the contracting business for which a license is being sought from the State Licensing Board for Residential and General Contractors, Residential Contractor Division.

We hereby establish a Line of Credit for these purposes in the amount of \$25,000.00, which will be maintained for a period of one year from the date of license issuance, subject to no adverse change in your financial condition.

As a condition of this arrangement, it is our understanding you will inform us and the Board of any significant change(s) in your financial condition during the term of this commitment.

We, the undersigned, will endeavor to notify the State Licensing Board for Residential and General Contractors, Residential Contractor Division, should we become aware of any significant change(s) in financial conditions of the above named applicant.

Yours truly,

(Signature)

(Name/Title)