

SAMPLE LETTER

From Bank to Florence Utilities for Time Deposits and Certificates of Deposits

on Bank Letterhead

City of Florence Utilities
P. O. Box 877
Florence, AL 35631-0877

On _____ (date) _____, _____ (name of bank) _____, opened a time deposit, no. _____,
in the name of _____ (business name) _____ or Florence Utilities in the amount of
\$ _____.

This time deposit is a security deposit for Florence Utilities; therefore, a hold has been placed on these funds and may not be withdrawn without written notification from Florence Utilities.

Florence Utilities can request that the hold be released and can withdraw the funds without notifying the customer if obligations to the City Utilities have not been met.

Customer Signature

(Bank Name) Employee Signature