

# All Rights Letter

Obligee: \_\_\_\_\_

Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

Date: \_\_\_\_\_

To:

Dear Sir/Madam:

We understand that you are contemplating issuing a surety bond in our favor, on behalf of

\_\_\_\_\_ on the project known as:  
(Contractor's Name)

\_\_\_\_\_. We have made a diligent inquiry into the status of the job, and the work performed to date by Contractor is satisfactory in every respect and is on schedule. We know of no unpaid laborers or material suppliers except as follows: (If NONE, write "NONE")

After an inspection of the job site, we are not aware of any facts or information which would lead us to believe that the Contractor will have any problem completing the job according to the plans and specifications, that the Contractor is on schedule and paying all suppliers and labor and material on the job. There are no disputes between us and the Contractor.

The original contract amount was \$\_\_\_\_\_. This amount has been increased/decreased by approved changed orders in the net amount of \$\_\_\_\_\_, making the current contract price \$\_\_\_\_\_. There also are \_\_\_\_\_ change order requests pending, claimed by the contractor to be worth \$\_\_\_\_\_.

The architect's estimate for this work was \$\_\_\_\_\_, which estimate included reasonable profit. We still consider the Contractor to have been a responsible bidder.

The remaining time allowed Contractor to complete the project is \_\_\_\_\_ working day(s). The approximate percentage of completion is \_\_\_\_%. The maximum amount of damages that could be assessed against the Contractor for failure to complete on time are liquidated damages in the amount of \$\_\_\_\_\_/per day.

All payments due to Contractor have been made to date. True and complete copies of all approved payment applications from the Contractor on this project are attached to this letter.

The reason we are requiring this bond now, instead of pursuant to the terms of the request for bids, is:

\_\_\_\_\_  
We allowed the Contractor to enter onto the property and commence the work without a bond, because:

\_\_\_\_\_  
Sincerely Yours,

Signed \_\_\_\_\_

Print Name and Title \_\_\_\_\_

Contact Phone Number \_\_\_\_\_