

***** LETTER OF CREDIT SAMPLE LETTER *****
BANK LETTERHEAD

BANK INFORMATION:

ADDRESS

CITY/STATE/ZIP

PHONE & FAX NUMBERS

DATE OF ISSUE: _____ **LETTER OF CREDIT #:** _____

AMOUNT: _____

LETTER OF CREDIT EXPIRATION DATE: _____

BENEFICIARY:

**CITY OF NORFOLK,
DEPARTMENT OF PUBLIC WORKS
810 UNION STREET, ROOM 200
NORFOLK, VIRGINIA 23510**

APPLICANT:

**COMPANY NAME
ADDRESS
CITY/STATE/ZIP**

RE: (PROJECT NAME & LOCATION)

WE HEREBY ISSUE THIS IRREVOCABLE LETTER OF CREDIT IN YOUR FAVOR AS BENEFICIARY WHICH IS AVAILABLE BY YOUR DRAFTS ON SIGHT ON (BANK NAME) UP TO AN AGGREGATE AMOUNT OF (LETTER OF CREDIT AMOUNT). EACH DRAFT HEREUNDER MUST BEAR UPON ITS FACE "DRAWN PURSUANT TO YOUR IRREVOCABLE LETTER OF CREDIT NUMBER (ASSIGNED NUMBER) IS ACCOMPANIED BY THE FOLLOWING:

A SIGNED WRITTEN STATE FROM THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF NORFOLK CERTIFYING THAT (NAME OF COMPANY) HAS FAILED TO SATISFACTORILY PERFORM, PRIOR TO THE EXPIRATION OF THE LETTER OF CREDIT, ALL OR PART OF THE TERMS AND CONDITION OF THE ABOVE MENTIONED PROJECT OR PLANS APPROVED BY THE CITY OF NORFOLK IS, IN CONSEQUENCE, ENTITLED TO THE AMOUNT SIGHTED.

WE HEREBY AGREE WITH YOU THAT ALL DRAFTS DRAWN UNDER AND IN COMPLIANCE WITH THE TERMS OF THE LETTER OF CREDIT SHALL BE DULY HONORED UPON PRESENTATION TO (BANK NAME) AND BE NEGOTIATED NO LATER THAN (EXPIRATION DATE).

THIS LETTER OF CREDIT IS SUBJECT TO THE "UNIFORM CUSTOMS AND PRACTICES FOR DOCUMENTARY CREDITS PUBLISHED BY THE INTERNATIONAL CHAMBER OF COMMERCE IN EFFECT ON DATE OF ISSUANCE AND THE LAWS OF THE COMMONWEALTH OF VIRGINIA.

(BANKS NAME)

By: _____
(NAME OF REPRESENTATIVE, TITLE & DATE)