

Sender's Name,
Address
City, State, Zip Code
Phone Number: Area Code, Number
Email Address:

Date:

Name Unified School District
Address
Phone Number

Subject: Request Certified Copy of Public Official Surety Bond

Dear

I am requesting information about (name) Public Official Surety Bond that is filed with your department. According to the laws of our state, you are obligated to supply me with the name of the bonding company and the bond number.

Please provide me with this information within (48) hours.

Yours Sincerely,

(The Sender's Signature)