

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

Date:

Business Name  
Department  
Address  
Email Address

Subject: Request Certified Copy of (name of business) Surety Bond  
Information

Dear

I am requesting information about (business name) 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)