

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

Date:

School Board Official's Name
Title
School District
Address
Phone Number

Subject: Request Certified Copy of Public Official Surety Bond

Dear

I am requesting a certified copy of your public official surety bond. According to the laws of our state, you are required to maintain a book with your public seal and certified copies of your surety bond. If anyone requests a certified copy of your bond you are obligated to provide that person with the copy.

I fully understand I am responsible for paying for the certified copy of the bond. The price should not exceed the amount that is charged by our state for a copy of a certified document.

Please provide me with the certified copy within (48) hours. I will pay for the certified copy upon receipt.

Yours Sincerely,

(The Sender's Signature)