

(Sample of Bank Security Letter)
BANK LETTERHEAD
(City of Camarillo)

Date: _____

Project No. _____ (City Project #)

City of Camarillo
Public Works Department
601 Carmen Drive
Camarillo, CA 93010

Attn: Lindy Moore

Subject: Security – CD Account

A CD Account (“security”) has been issued by _____ (name of bank)
located at _____ (address of bank) and whose phone number is
_____ (bank phone number). We acknowledge that this security has been pledged to
the City of Camarillo and will not be released until we receive either written authorization or
endorsement from the City to do so. The security has been posted for a term of _____
and we understand that it will automatically renew until such time as the City releases it. The
security has been pledged to the City for the purpose(s) of _____ in the amount
of _____ and account number _____.

Sincerely,

Signature

Date

Title

Name of Bank