

SAMPLE

LETTER OF CREDIT

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This Letter of Credit example may **ONLY** be used for the following **AGREEMENT TYPE**:

- Performance Agreement for Public Improvements - Roads and Drainage •

This is an example **ONLY**. The following information should be incorporated into the Financial Institution's own letterhead and format.

Date of Issue: Self Explanatory

Initial Date of Expiry: Self Explanatory

Issue Number: Self Explanatory

Beneficiary: Frederick County, Maryland
C/O: Department of Engineering and Construction Management
Office of Transportation Engineering
355 Montevue Lane * Suite 200
Frederick, MD 21702

Re: IRREVOCABLE LETTER OF CREDIT

Project Name: Development, Subdivision or Business name as it appears on the approved plans

We hereby establish our irrevocable letter of credit in your favor for the account of:

Name

Street Address

City, State Zip Code

up to an aggregate amount of \$ 0.00 available by your drafts at sight accompanied by a signed statement that the funds are being drawn and required in accordance with a Performance Agreement for Public Improvements - Roads and Drainage between Frederick County, Maryland and Customer's name and the names of others party to the Agreement .

Drafts must be drawn and negotiated prior to expiration at our counters, or by facsimile with original documents sent by certified mail within 72-hours.

This letter shall be deemed automatically renewed without amendment for successive one-year periods from the initial and any future expiration date(s). Cancellation of this document may only occur 60-days after written notice of the intent to cancel has been sent by Certified Mail, return receipt requested, to Frederick County at the name and address listed below.

Each draft must state that it is drawn under the Irrevocable Letter of Credit of **Name of Issuing Financial Institution** number **Issue Number** dated **Date of Issue** .

Partial draws are permitted.

This Letter of Credit is not transferable or assignable without the written consent **Name of Issuing Financial Institution** .

Requests for reduction or notice of cancellation shall be submitted to:

Department of Engineering and Construction Management
Office of Transportation Engineering
355 Montevue Lane * Suite 200
Frederick, MD 21702

This Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credits, 2007 Revision" of the International Chamber of Commerce, Publication #600.

We hereby agree that all drafts under and within the terms and amount of this accompanied by the documents above specified will be duly honored upon presentation to the drawee.

Yours truly,

Signature

**Name and Title of Financial Institution's
Authorized Representative**

*** This Letter of Credit MUST be issued by a Maryland Financial Institution, have a Maryland location for presentment of drafts, or allow presentment of drafts by facsimile (please include the fax number).**