SAMPLE LETTER

*From Bank to Florence Utilities for Time Deposits and Certificates of Deposits*

*on Bank Letterhead*

City of Florence Utilities  
P. O. Box 877  
Florence, AL  35631-0877

On __________________, (name of bank) opened a time deposit, no. ______________., in the name of ______(business name)____ or Florence Utilities in the amount of $______________.

This time deposit is a security deposit for Florence Utilities; therefore, a hold has been placed on these funds and may not be withdrawn without written notification from Florence Utilities.

Florence Utilities can request that the hold be released and can withdraw the funds without notifying the customer if obligations to the City Utilities have not been met.

____________________________________  
Customer Signature

____________________________________  
(Bank Name) Employee Signature