

**S A M P L E  
BANK LETTER HEAD**

**BENEFICIARY:**

North Little Rock Utilities  
Collection Department  
P. O. Box 936  
North Little Rock, AR 72115-0936

**APPLICANT:**

Name  
Address (Service Location)  
City, State, Zip  
Account #

RE: Irrevocable Letter of Credit No. \_\_\_\_\_

Gentlemen:

We hereby establish our Irrevocable Letter of Credit No. \_\_\_\_\_ in your favor for the account of (Applicant's Name and Address) available by your drafts on us payable at sight for any sum of money not to exceed a total of \$\_\_\_\_\_ when accompanied by this Irrevocable Letter of Credit and the following documents:

- Beneficiary's statement certifying that invoices to (Applicant's Name & Address) remain outstanding and unpaid 30 days or more after due date; and,
- Copy of pertinent Utility Billing Statement(s).

This Irrevocable Letter of Credit shall be valid until \_\_\_\_\_, 20\_\_ and shall thereafter be automatically renewed for successive \_\_\_\_ year periods upon the anniversary of its issue, unless at least 60 days prior to such anniversary date we notify you in writing by registered mail (return receipt requested) that we elect not to so renew this credit. Upon receipt by you of such notice, you may elect to draw hereunder up to the aggregate outstanding balance.

All drafts drawn under this credit must state: "Drawn under the (Bank's Name), Irrevocable Letter of Credit No. \_\_\_\_\_ dated \_\_\_\_\_, 20\_\_." The original Irrevocable Letter of Credit must be presented with any drawing so that drawing can be endorsed on the reverse thereof.

Except so far as otherwise expressly stated, this Irrevocable Letter of Credit is subject to the "**Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Brochure No. 500.**"

We hereby engage with bona fide holders, endorsers and drawers of such drafts drawn under and in compliance with the terms of this credit that such drafts will be duly honored upon due presentation and delivery of documents as specified to (Bank's Name & Address).

Sincerely,

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

## BANK LETTER OF CREDIT REQUIREMENTS CHECKLIST

To assist us in processing your Bank Letter of Credit in a timely manner, please ensure that the following requirements are addressed:

- North Little Rock Utilities account number must appear on Letter of Credit.
- Name on Utility account and Letter of Credit must match exactly.
- Service location on Utility account and Letter of Credit must match exactly (if a service location is stated in the letter of credit).
- Beneficiary on Letter of Credit is North Little Rock Utilities
- For an incorporated business, the name of the Applicant on the Letter of Credit is the legal name of the business (not the “doing business as” designation).
- For an unincorporated business, the name of the Applicant on the Bank Letter of Credit is the name of the owner of the business (not the “doing business as” designation).
- Letter of Credit must be issued on bank letterhead.
- Letter of Credit must include a telephone number and contact name of person(s) from issuing institution.
- Letter of Credit must be issued for a minimum term of one year.
- If the Letter of Credit has an automatic renewal clause, the clause must state that North Little Rock Utilities will be given at least a sixty-day advance notice, by registered mail, of bank’s intent to cancel the Letter of Credit.
- Letter of Credit must be signed by an authorized bank officer.
- Letters of Credit must be issued for a minimum amount of \$1,000.00.
- **Original** Bank Letter of Credit should be mailed to:

North Little Rock Utilities  
Collection Department  
P. O. Box 936  
North Little Rock, AR 72115-0936

**Note:** Personal letters of guaranty, guaranty letters from banks, certificates of deposit, and letters of credit from credit unions or savings & loans will not be accepted.

Should you or your bank have any questions regarding these requirements, please call the Customer Service Center at 1-501-975-8888. You may also call (501) 975-8863 for assistance.

Thank you.