

**THIS IS A SAMPLE OF THE FORMAT TO BE FOLLOWED  
BY THE BANK IN THE ISSUANCE OF A LETTER OF CREDIT**

**THE OFFICIAL LETTER OF CREDIT MUST BE ON  
BANK LETTERHEAD**

**ISSUANCE DATE:** \_\_\_\_\_

**EXPIRATION DATE:** \_\_\_\_\_

**MARYLAND DEPARTMENT  
OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION  
ENGINEERING ACCESS PERMITS DIV.  
707 NORTH CALVERT STREET, ROOM C-302  
BALTIMORE, MD 21202**

**RE: Irrevocable Letter of Credit  
No. \_\_\_\_\_  
(Description and Location where  
permitted work is to be performed)**

**Gentlemen:**

We hereby authorize you to draw on (NAME AND ADDRESS OF BANK), for the account of (NAME OF PERMITTEE), in a sum not to exceed (DOLLAR AMOUNT), by your sight draft(s) without any documents required.

The draft shall cover the cost of construction and/or completion of construction of all the terms and work stipulated in the SHA permit.

It is a condition of this Letter of Credit it shall be deemed automatically extended without amendment for one (1) year from the present or any future expiration date unless sixty (60) days prior to such expiration date you are notified by registered letter, that we elect not to consider this Letter of Credit renewed for any such additional period.

Each Draft drawn under the Letter of Credit must state "Drawn under (BANK NAME AND ADDRESS), (LETTER OF CREDIT NUMBER), dated (DATE), from the account of (PERMITTEE).

We hereby agree with bona fide holders of drafts drawn under and in compliance with the terms of this Letter of Credit that such drafts will be duly honored upon presentation.

**ATTEST**

**(NAME OF BANK)**

**(NAME OF WITNESS)**

**BY: (AUTHORIZED OFFICIAL)**