

**BANK or COMPANY LETTERHEAD**

DATE:

Board of Supervisors of Fairfax County  
c/o Chief, Bonds and Agreements Center  
Department of Public Works and Environmental Services  
Land Development Services  
12055 Government Center Parkway, Suite 216  
Fairfax, VA 22035-5503

RE: (Project name:)  
(Plan Number:)  
(Name of Applicant:)

Gentlemen:

We issued to your benefit a Set-Aside Letter on **(Date)** in the original amount of **(original amount)** to assure the availability of funds sufficient to complete the development of **(Project name and Plan number)**.

By this letter, we acknowledge that we are aware of the requested extension of the agreement for the referenced plan to **(Date)**. Furthermore, we verify that this Set-Aside Letter will remain in full force and effect in the amount of **(current amount)**.

\_\_\_\_\_  
AUTHORIZED SIGNATURE  
NAME AND TITLE OF OFFICER OR AUTHORIZED PERSON

**ACKNOWLEDGMENT**

STATE/COMMONWEALTH OF :

COUNTY/CITY OF :

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

by \_\_\_\_\_.  
(type name and title of officer or authorized person)

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**\*SEAL\***