**Sample Letter of Obligation**

**Instructions:** Please put the appropriate information in all highlighted spaces and remove all [square brackets].

**Letterhead - if Company Providing Security**

**or**

**Name, Address, Phone Number and Email Address – if Individual Providing Security**

Date: \_\_\_

City File Number: \_\_\_

Address of Subject Property: \_\_\_

City of Coquitlam

Attn: [NAME OF CITY FILE MANAGER]

Planning and Development Department

3000 Guildford Way

Coquitlam BC, V3B 7N2

**Re: Letter of Obligation for [CITY FILE NUMBER]**

[ENTER THE NAME OF THE COMPANY OR INDIVIDUAL PROVIDING THE SECURITY] has provided [ENTER "cash" or "a Letter of Credit"] as security for certain works being undertaken in conjunction with [CHOOSE THE FILE TYPE “Development Permit”, “Development Variance Permit”, “Building Permit”, or “Subdivision”] [CITY FILE NUMBER].

[ENTER THE PROPERTY OWNER'S NAME] have certain obligations with respect to [CHOOSE THE FILE TYPE “Development Permit”, “Development Variance Permit”, “Building Permit”, or “Subdivision”] [CITY FILE NUMBER].

This letter confirms that the obligations of [CHOOSE THE FILE TYPE “Development Permit”, “Development Variance Permit”, “Building Permit”, or “Subdivision”] [CITY FILE NUMBER] are being secured by [ENTER "cash" or Letter of Credit] drawn on the account of [ENTER THE NAME OF THE COMPANY OR INDIVIDUAL PROVIDING THE SECURITY].

Yours truly,

[ENTER THE NAME OF THE COMPANY OR INDIVIDUAL PROVIDING THE SECURITY]