

**REQUIRED FORMAT FOR IRREVOCABLE  
LETTER OF CREDIT**

(Must be on Financial Institution Letterhead)

IRREVOCABLE LETTER OF CREDIT NO. \_\_\_\_\_

Date and Place of Issue: \_\_\_\_\_  
\_\_\_\_\_

Amount: \_\_\_\_\_  
(Thousand and 00/100)  
United States Dollars

Applicant: \_\_\_\_\_

Beneficiary: Department of Public Works  
County of Los Angeles  
Attention: Fiscal Division Chief  
900 South Fremont  
Alhambra, CA 91803-1331

Expiration Date: \_\_\_\_\_  
(Must be one (1) year minimum)

Reference No. \_\_\_\_\_ <specify contract or agreement number>

Ladies and Gentlemen:

By order of \_\_\_\_\_ <applicant>, we are instructed to open an Irrevocable Letter of Credit in your favor for U.S. \$ \_\_\_\_\_ <amount>.

Documents required:

We undertake that drawing under this Letter of Credit will be honored upon presentation of the below document drawn on \_\_\_\_\_ <financial institution> at \_\_\_\_\_ <address>. Partial drawings on this Letter of Credit by the beneficiary are permitted.

Any claims under this letter shall be presented in the following manner:

The County's written statement signed by the Fiscal Division Chief of the Department of Public Works that the amount of this draft or a portion thereof is due and payable.

The above statement will be all that is required to certify that the amount set forth under \_\_\_\_\_ <financial institution> Letter of Credit No. \_\_\_\_\_ dated this date or any part thereof is due and payable to you.

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Automatic Extension:

It is a condition of this Letter of Credit that it shall be deemed to be automatically extended without amendment for one (1) year from the present or any future expiration date hereof, unless at least ninety (90) days prior to any such expiration date we shall notify the Department of Public Works Fiscal Division Chief by registered letter that we elect not to consider this Letter of Credit renewed for such additional one (1) year period. Notice hereunder shall be deemed to have been given when receipt is acknowledged by the Department of Public Works Fiscal Division Chief or a person acting in such capacity. Upon receipt of such notice you may draw on said Letter of Credit.

This Letter of Credit may be released in whole or in part at any time by the County of Los Angeles upon our receipt of a written notice signed by the Fiscal Division Chief.

(Authorized Signature)  
(Authorized Counter Signature)  
(Notarization)

Attach a statement signed by a corporate officer certifying that the person signing this Letter of Credit is authorized to sign on behalf of the financial institution.