

**SAMPLE LETTER
IF WAIVING FIDELITY BOND**

**PLEASE NOTE - THIS LETTER MUST BE SIGNED BY
ALL BOARD MEMBERS - NOT JUST A FEW OR ONLY
THE PRESIDENT.**

January 1, 2019

Village Clerk Patrick R. O'Sullivan
Village of Orland Park
14700 South Ravinia Avenue
Orland Park, IL 60462

Dear Clerk O'Sullivan:

Along with the application for a license to sell raffle tickets at our Candlelight Bowl, the XYZ Board submits this letter in response to the fidelity bond requirement.

The XYZ Board unanimously voted in favor of waiving the fidelity bond. We are aware of the risks involved, but we agreed that the prize values are not extreme enough to warrant a bond.

If you have any questions, please contact Jane Smith at (000) 000-0000.

Sincerely,

Jane Smith
Director

Tom Carol
President

John Jones
Vice President

Vicky Lawn
Treasurer

Carol Doe
Secretary