

**SAMPLE
IRREVOCABLE STRAIGHT LETTER OF CREDIT**

Date

Pennington County Planning Department
315 St. Joseph Street
Rapid City, SD 57701

RE: Legal

Dear Gentlemen:

We hereby authorize Pennington County to draw upon us in the aggregate amount not to exceed *(insert amount specified by a Professional Engineer on Improvements Form)* in United States Dollars available upon your draft at sight, for the account of *(specify name of company and account number)* for the purpose of furnishing labor and materials for construction of required improvements as shown on the plat of *(insert legal description)*.

In the event such improvements are not completed by *(two years from date of letter)*, such draft shall be confirmed by:

1. A written request from the Planning director certifying that said improvements have not been completed;
2. Invoices or other satisfactory evidences of the costs to complete said improvements, and it is specifically agreed that the acceptance of a formal bid for construction of the improvements by the Pennington County Board of Commissioners shall be said satisfactory evidence; and
3. The signed contract between Pennington County and a contractor for the completion of said improvements.

We warrant to you that all drafts under and in compliance with the terms of this Letter of Credit will be duly honored upon delivery of the documents as specified, if presented at this office on or before *(thirty months from date of letter)*, this date being the final expiration date of this credit.

It is a condition of this Letter of Credit that it shall expire on the aforementioned date, unless exercised in its entirety, or officially canceled by Pennington County prior to the foregoing date.

Sincerely,

(Name)
(Acting in what capacity for which company and bank).
Acknowledgement - Witness

(SEAL)