

**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, 2025

Village Clerk Mary Ryan Norwell  
Village of Orland Park  
14700 South Ravinia Avenue  
Orland Park, IL 60462

Dear Clerk Norwell:

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