



October 1, 2024

HTLF Bank  
International Trade Services  
Attn: Shawn Walters  
2036 E. Camelback Road  
Phoenix, AZ 85016

RE: HTLF Bank, International Trade Services Letter of Credit Number: 511434212 issued in favor of the Town of Mead, Colorado

Letter of Credit Amount: USD \$45,082.80 (Forty-Five Thousand, Eighty-Two and 80/100 Dollars)

Dear Mr. Walters,

Please consider this letter the Town of Mead's formal request to cancel the above referenced letter of credit. The Town has issued Final Acceptance of the public improvements associated with Iglesia de Cristo Mi-El Longmont – Phase 1 Site Plan development and considers the project complete.

The original letter of credit document and Amendment Numbers 3 and 4 are included with this request.

Thank you in advance for your attention to this matter.

Sincerely,

Erika Rasmussen, P.E.  
Town Engineer, Public Works Director  
[erasmussen@townofmead.org](mailto:erasmussen@townofmead.org)  
(970) 805-4185

Cc: Mary Strutt, Director of Admin. Services/ Town Treasurer (via email)  
Laura Mendoza, Treasurer, Iglesia de Cristo Mi-El Longmont