



July 30, 2024

High Plains Bank
Attn: Christopher McVay
600 Kimbark Street
Longmont, Colorado 80501

Re: High Plains Bank **Letter of Credit Number: 44222117** issued in favor of Town of Mead, Colorado
Letter of Credit Amount: USD \$23,237.24 (Twenty-Three Thousand Two Hundred Thirty Seven and 24/100 Dollars)

Dear Mr. McVay,

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 majority of public improvements associated with the Ziggi's Coffee Site Plan development and considers the project complete.

The original letter of credit document is included with this request.

Thank you in advance for your attention to this matter.

Sincerely,

Erika Rasmussen, P.E.
Town Engineer
Town of Mead
erasmussen@townofmead.org
(970) 805-4185

cc: Mary Strutt, Director of Admin. Services / Town Treasurer (via email)
Brandon Knudsen, Owner, Ziggi's Coffee