

## Sample Request for Return of Cash

### Instructions:

- This document contains a sample letter from: the entity to which will be returned cash tendered as bid assurance collateral to PECO.
- The letter should be on the letterhead of the entity to which cash will be returned.
- The letter should include the name and title of the signatory.
- The letter should include a valid email address for the signatory or for another duly authorized representative of the entity to which cash is to be returned.
- Wiring instructions should be provided on a separate page and should be on the letterhead of the entity to which cash will be returned.

Bidders are required to provide a “draft” of this request with the Proposal Form. Such draft may leave all amounts blank and may be unsigned. However, such request should otherwise be in the exact format that the Bidder intends to use for return of bid assurance collateral, including being on the appropriate entity’s letterhead. A fully executed request for return of cash is acceptable in lieu of submitting a draft request.

**The sample letter is provided on the following page.**

**[Letterhead of entity to which will be returned cash tendered as bid assurance collateral]**

\_\_\_\_\_[Entity name]

\_\_\_\_\_[Entity Address]

Date: \_\_\_\_\_, 2025

To: PECO Energy Company  
Sulma Dalessio  
Director, Energy Acquisition  
2301 Market Street  
Philadelphia, PA 19103  
Email: [PECOWB&C@peco-energy.com](mailto:PECOWB&C@peco-energy.com)

**RE: Request for return of cash posted as bid assurance collateral**

This is our request for the return of \$\_\_\_\_\_ [amount] posted in cash as bid assurance collateral for the account of \_\_\_\_\_ [name of Bidder] as a requirement of the Proposal under the Solar RFP for the following project(s): \_\_\_\_\_[names of Projects].

The wiring instructions are provided below. If you have any questions, please contact \_\_\_\_\_ at the following phone number \_\_\_\_\_.

Yours sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

**[Letterhead of entity to which will be returned cash tendered as bid assurance collateral]**

Wiring Instructions

Bank:

Bank Address:

Account Name:

Account No.:

ABA Routing No.:

Contact:

Telephone No.: