

Bank Letter Example

On Bank Letterhead

Date

To:

Tri-State Auction

PO Box 329

Sweetwater, TN 37874

800.334.4395

To Whom It May Concern:

Company name, address & phone number, is a customer in good standing at our bank. We will guarantee payment of company check drawn on Account #xxxxxxx in the amount up to \$xxx,xxx.00 for items to be purchased at NAME OF AUCTION, CITY & STATE on DAY, MONTH, YEAR. This letter expires 00/00/00 (if applicable).

These funds are available and Name of Co, & Owner/Mgr etc agrees that no stop payment will be issued in conjunction with this letter.

(If wiring funds, funds will be disbursed on next business day after auction.)

Sincerely

(must be signed)

Bank Mgr or VP or Account Rep