

# SAMPLE BANK LETTER OF GUARANTEE

## BANK LETTERHEAD

Date

TO: A.J. Willner Auctions  
PO Box 1012  
Springfield, N.J. 07081

This letter will introduce (YOUR NAME). He presently has an account with our bank, ACCOUNT NUMBER, and our bank will UNCONDITIONALLY GUARANTEE any checks written by (YOUR NAME) on this bank which are made payable up to (\$ SPECIFIC AMOUNT) and is good for a period of 30 days after the date of the sale which is to be conducted by A.J. Willner Auctions on (DATE OF AUCTION).

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Signature of Loan Official/President or Vice President

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This letter should be used as a sample guide for preparing letters by your bank when you, the buyer, intend to pay for purchases by either a company, business or personal check.

**NO CHECKS WILL BE ACCEPTED UNLESS ACCOMPANIED BY A BANK LETTER GUARANTEEING PAYMENT, as outlined in the above sample letter.**

**You may fax the letter to our office, however,  
YOU MUST BRING THE ORIGINAL TO THE AUCTION.**