

Anne's Estate Auction & Sales

Anne's Estate Auctions, Inc. / Evans Auctioneers
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EVANS
AUCTIONEERS
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SAMPLE BANK LETTER

ABC Bank

Customer Name
Customer Address

Date of Letter

To: (Auction Company Name Here)

This letter will guarantee any check written by *(Insert Name of Company or Personal Name that appears on the check)*. This gurarantee is good for any amount up to *(Insert amount of guarantee)* and is good for a period of up to thirty (30) days after the date of the sale being held on *(Insert date of auction)*.

Written Name & Signature of Bank Official

Requirements For Letter

1. Letter must be an original and on the bank's letterhead.
2. Customer's Name & Address
3. Date of Letter. (All bank letters are only good for 30 days after the date of letter.
4. Make sure guarantee paragraph is correct.
5. Bank Official's name must be signed and printed on the letter.