

## Sample Bank Letter of Guarantee (On Bank Letterhead)

Dated: the date of the Auction

Addressed to: **Jennings and Grosh, Inc.**  
**15 Hykes Mill Road**  
**York Haven, PA 17370**

To Whom It May Concern:

This letter will introduce (purchaser's name) who is a valued customer of this bank. This bank will guarantee any checks drawn on this account # (insert account number) that are written by (insert your name) which are made payable to Jennings and Grosh, Inc.; and is good for a period of thirty days from date of auction on (insert auction date) and for any amount up to (insert dollar amount). This letter covers the purchase of all merchandise offered by Jennings and Grosh, Inc. on (insert date of auction).

Sincerely,

President, Vice President,  
Or Loan Officer

(Attention: This letter of guarantee must accompany any check written for auctions and must be approved at the time of registration.)