

Sample Bank Letter

Date

Yoder & Frey Auctioneers, Inc.
1670 Commerce Road
Holland, OH 43528

Re: Name of individual buyer or buyer company

The purpose of this letter is to provide your company a guarantee of funds from _____ for the purpose of purchasing merchandise at your auction being held on _____. Please accept this letter as our guarantee of good funds up to \$ _____. These funds can be delivered in the form of a check or wire transfer.

This letter is strictly for the above reference auction and the specified dates. Please feel free to contact me at my office at _____ should you have any further questions.

Sincerely,

Name

Title

Bank Name