

# Sample

**DO NOT WRITE ON SAMPLE FORM**

\_\_\_\_\_ *(Bank Letterhead)* \_\_\_\_\_

\_\_\_\_\_ *(Date)* \_\_\_\_\_

Silver Auctions  
2020 N. Monroe  
Spokane, WA 99205

RE: \_\_\_\_\_ *(Bidder Name)* \_\_\_\_\_

Dear Mitch Silver,

This letter will serve as your notification that \_\_\_\_\_ *(Name of Bank)* \_\_\_\_\_

will guarantee payment of any check(s) written by \_\_\_\_\_ *(Bidder's Name)* \_\_\_\_\_

Up to the amount of \$ \_\_\_\_\_ *(Amount)* \_\_\_\_\_ drawn on Account # \_\_\_\_\_ *(Account Number)* \_\_\_\_\_.

This guarantee of check(s) will apply only to **Silver Auctions** purchases made on

\_\_\_\_\_ *(Date of Sale)* \_\_\_\_\_. No Stop Payment will be issued.

Sincerely,

\_\_\_\_\_ *(Bank Officer Signature)* \_\_\_\_\_

\_\_\_\_\_ *(Telephone Number)* \_\_\_\_\_

\_\_\_\_\_ *(Bidder's Signature)* \_\_\_\_\_

Please Note: Substantive deviation will render the letter unusable for the purpose intended.