

SAMPLE BANK LETTER OF GUARANTEE

This letter should be used as a sample guide for preparing letters by your bank when you intend to pay for purchases by either personal or company/business checks. Personal or company/business checks will not be accepted unless accompanied by a formal bank letter guaranteeing payment (as outlined in the sample letter below). *CHECKS & GUARANTEES MUST BE MADE OUT TO ADESA PITTSBURGH.*

ON BANK LETTERHEAD

Date: _____

ADESA Pittsburgh
758 Franklin Road
Mercer, PA 16137

Bank Name
Address

This letter will introduce _____ . He/she presently has an account with our bank and our bank will guarantee any check written by _____ on bank account number _____ which is made payable to ADESA Pittsburgh. This guarantee is for any amount up to \$ _____ and is good for a period of 10 days after the date of the sale, which is to be conducted on _____ .

Signature

Date

Title

Telephone number