

## **SAMPLE LETTER OF GUARANTEE**

This is a sample the type of text which should be used in preparing a Letter of Guarantee from your bank. All company checks MUST be accompanied by a Letter of Guarantee for the check to be accepted either as a deposit or payment of an item at a Charleston Auctions, Inc. sale.

### **(On Bank Stationary)**

Date

To Whom It May Concern:

This bank unconditionally guarantees payment in U.S. funds, to Charleston Auctions, Inc. from *Company*

*Name* \_\_\_\_\_ drawn on account #

\_\_\_\_\_ Up to the amount of \$ \_\_\_\_\_. This letter

is valid for thirty days for purchases made by the above customer at the auction of *Name of Auction*

\_\_\_\_\_ on *Month/Day/Year*

\_\_\_\_\_.

Signed,

*Name of Bank*

*Name of Bank Representative*

*Title of Bank Representative*