

# Sample Bank Letter

Date

Yoder & Frey Auctioneers, Inc.  
651 W. Southport Road  
Kissimmee, FL 34746

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