

Example of a Bank Letter of Guarantee

On your Financial Institution's Letterhead: (provide the original):

Date:

To: Bartel & Company Auctions and Hooley Classic Car Auction
PO Box 1381 Middlebury, IN 46540

RE: Bidder's Name or Bidder's Name & Company Name
Bidder's address, both physical and mailing
Bidder's telephone number (s)

This letter shall serve as your notification that (bank name) will irrevocably honor/guarantee the payment of any checks written by (bidder name) (and/or company name if applicable) up to the amount of (bidding limit), drawn on account (account number).

This guarantee applies only to the Hooley Classic Car Auction made on the dates of: (auction dates) for all purchases made at this auction. No stop payment will be issued. If further information is needed, please contact me at (bank officer's direct telephone number &/or extension)

Sincerely,

(bank officer, both printed name and signature including title)