

EXAMPLE LETTER

Please put on bank letter head

DATE

SPECIALTY AUTO AUCTIONS AND SALES
3201 E MULBERRY ST. UNIT M
FORT COLLINS, CO 80524

RE: (CUSTOMER NAME)

DEAR SIRs:

This letter will serve as irrevocable notification the (bank name) will honor/guarantee payment of any check written by (customer name) up to the amount of _____ drawn on account #_____.

This guarantee of checks will apply only to Specialty Auto Auctions and Sales for purchases made on the day of (Date of the auction). **NO STOP PAYMENT WILL BE ISSUED.**

SINCERELY,

Bank Officer