

## **BANK LETTER of GUARANTEE**

All Personal and/or Company Checks will ONLY be accepted if accompanied by a **Letter Guaranteeing Payment from Your Bank**. This Bank Letter MUST...

- Be on Bank Letterhead Stationery and Signed by a Bank Officer,
- Be addressed to **Holzman Auctioneers**,
- Reference the Specific Auction Name and Date intended for,
- Include Your Name (and/or Your Company Name) and Bank Account #,
- Guarantee Payment up to a Specified Dollar Amount.

**Bank Letters of Good Standing and Good Credit (alone) are NOT ACCEPTABLE!**

**NOTE: A NEW BANK LETTER is REQUIRED for EACH AUCTION!**

## **SAMPLE BANK LETTER of GUARANTEE**

Here's a **Sample** Bank Letter of Guarantee...Print and Show this Sample Letter to Your Bank... Your Bank Letter should include the same (or similar) text (wording).

**(On Bank Letterhead Stationery)**

*(Date)*

To **Holzman Auctioneers**

Re **SCHOOL BOARD OF MANATEE COUNTY AUCTION – 11/12/2011**

**(Bank Name)** guarantees payment (in U.S. funds) to **HOLZMAN AUCTIONEERS** from **(Your Name and/or Your Company Name)** drawn on **Bank Account # \_\_\_\_\_** up to the amount of \$\_\_\_\_\_ for any and all purchases made at the above-referenced Auction. This letter expires **(time period)** from date of said Auction.

Signed by

**(Signature of Bank Officer)**

**(Name and Title of Bank Officer...if applicable, Direct Contact Phone #)**

**Bank Letters, completed and signed, can be faxed to # 941-870-7852**