

SAMPLE: BANK LETTER OF CREDIT

MUST BE ON BANK STATIONARY

(BANK NAME)
(ADDRESS)
(PHONE NUMBER)

(DATE)

Marvin Alexander d/b/a
Alexander Auctions & Real Estate Sales
239 University Street
P.O. Box 129
Martin, TN 38237

To Whom This May Concern:

Our Customer, (Name of Account Holder) _____ on
(Account Number) _____, will be attending your auction
(Auction Name or Date) _____. This bank will guarantee payment on
(Account Holder's Name) _____ check for purchases up to
\$ _____, when said checks are properly endorsed and presented. This guarantee
will expire on (Date) _____.

Please feel free to contact me if additional information is needed at (Phone number of bank and
extension number of contact person) _____.

(Signature of Bank Contact Person) _____
(Title of Bank Contact Person) _____