

# Sample Bank Letter

**(Bank Letterhead)**

**(Date)**

Country Boy Auto Auctions  
Box 397 Stn. Main  
Moose Jaw, SK S6H 4P1

RE: **(Bidder's Name)**

Dear Country Boy Auto Auctions,

This letter will serve as your notification that **(Name of Bank)** will guarantee payment of any cheque(s) written by **(Bidder's Name)**, up to the amount of **\$(Amount)** drawn on account # **(Account Number)**.

This guarantee of cheque(s) will apply only to **Country Boy Auto Auctions** purchases made on **(Date of Sale)**. No stop payment will be issued.

Sincerely,

**(Bank Officer Signature)**

**(Telephone Number)**

**(Bidder's Signature)**

**\*\* Please note that substantive deviation from this format will most likely make the letter not usable for the purpose intended.**