

SAMPLE LETTER:

DATE

W Wachter Auctions
1600 Old liberty road w
Sykesville MD 21784

RE; Name of individual buyer or company

The purpose of this letter is to provide you company a guarantee of funds from _____ for the purpose of purchasing merchandise at your auction being held March 1st 2014. Please accept this letter as out guarantee of good funds up to \$ _____. These funds can be delivered in the form of a check. This letter is strictly for the above reference auction and the specified date. Please feel free to contact me at my office(000) 000-0000 should you have any questions

Sincerely

Name

Title

Bank name