

**SAMPLE LETTER OF GUARANTEE**

This is a sample of the type of text which should be used in preparing a Letter of Guarantee from your bank. All company checks MUST be accompanied by a Letter of Guarantee for the check to be accepted either as a deposit or payment of an item at a Cincinnati Industrial Auctioneers sale.

**(On Bank Stationary)**

Date

Cincinnati Industrial Auctioneers, Inc.  
2020 Dunlap Street  
Cincinnati, Ohio 45214

Dear Sirs,

This letter is to introduce *Company Representative* \_\_\_\_\_ of *Company Name, Address, City, State, Zip* \_\_\_\_\_, who will be attending your auction at *Auction Name or Auction Date* \_\_\_\_\_.

Our bank will guarantee a check up to the amount of \$ \_\_\_\_\_ drawn on their *account number* \_\_\_\_\_, which will be used for purchase at your auction.

Please call if you have any further questions *Bank Representative, Title and Phone Number* \_\_\_\_\_.

Sincerely,

*Bank Representative*  
*Title*

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