

SAMPLE LETTER OF GUARANTEE

This is a sample 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 Charleston Auctions, Inc. sale.

(On Bank Stationary)

Date

To Whom It May Concern:

This bank unconditionally guarantees payment in U.S. funds, to Charleston Auctions, Inc. from *Company*

Name _____ drawn on account #

_____ Up to the amount of \$ _____. This letter

is valid for thirty days for purchases made by the above customer at the auction of *Name of Auction*

_____ on *Month/Day/Year*

_____.

Signed,

Name of Bank

Name of Bank Representative

Title of Bank Representative