

SAMPLE LETTER OF GUARANTEE:

This is a sample of the wording, which should be used in preparing a **Letter of Guarantee** from your bank.

All **CHECKS** (company & personal) **MUST** be accompanied by a **Letter of Guarantee** for the check to be accepted either as a deposit or payment of an item at an Investment Recovery Services auction sale. No Exceptions!

Must Be On Bank Stationary and Include Banks Name, Address, Phone and Fax.

Letter must be signed by **Bank Official** authorized to sign the Letter of Guarantee.

Date (Current Date of Letter)

To Whom It May Concern:

This bank unconditionally guarantees payment in U.S. funds, made to Investment Recovery Services 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 Representative
Title of Bank Representative
Name of Bank