

(Sample Bank Letter)

BANK LETTERHEAD ON YOUR BANK

December 2, 2021

John Roebuck Auctions & Ron Ramsey Auctions,

Please accept a check from John Doe & Associates for up to \$800,000.00 Deposit drawn on  
XYZ Bank. John Doe & Associates are customers in good standing at this bank and XYZ  
Bank guarantees the funds.

This letter expires in thirty days.

If you have any questions, please call (telephone # of bank)

Sincerely,

Jane Smith  
Vice President