



Requirements of a Letter of Guarantee for Acceptance of a Company Check

- Letter must state the name of the company for whom the guarantee is for. The check must have the same name printed on it.
- Letter must contain the account number on which the check is to be drawn and the check must match this same account number.
- Letter must state an ending date after which the letter of guarantee will expire.
- Letter must contain a maximum amount for which the bank will guarantee. The check must not be written for more than is guaranteed by the bank.
- A bank representative must sign the letter.

PROPER FORMAT FOR A BANK LETTER OF GUARANTEE:

(Must be on Bank Letterhead)

Date: Today's Date

Bentley & Associates, LLC, 7148 Bell, Amarillo, TX 79109 Email or Fax to 806.351.2284
Bentley & Associates, LLC, 4900 Pan American Freeway NE, Albuquerque, NM 87109 Email or Fax to 505.344.1181

Re: **Auction Name, Auction Date**

To Whom It May Concern:

Your company name holds a checking account with our bank, account number your account number. Your bank name will GUARANTEE check number check number used made payable to Bentley & Associates, LLC for any amount up to bank to specify amount. This letter of guarantee will be valid until date.

Signed by Bank Officer
Title

Bank Officer Name
Bank Officer Address
Bank Officer City, State, Zip Code
Bank Officer Phone Number
Bank Officer Fax Number
Bank Officer Email Address

The words "credit" and "verify" will not be accepted.