

Bank Letter of Credit Format

To write an out-of-state personal or business check for purchase(s) against funds drawn on and payable from your financial institution, a Letter of Guarantee must be submitted during the bidder registration process to approve your desired bid limit and verify available funds and account information. Buyers must pay for purchase(s) with a check against this account only or provide a separate letter of guarantee for each account used. *Letters must be written on Bank letterhead, using the example format below.*

[DATE]

To: Brooks Auction
603 Delsea Dr. #997
Malaga, NJ 08328-9900

RE: [Bidder's Name]
[Company Name (if applicable)]

This letter shall serve as your notification that [BANK NAME] issues this irrevocable standby letter of credit in your favor for the account of [BIDDER NAME] up to the aggregate amount of USD \$ [BIDDING LIMIT] (Amount Written Out).

[BANK CONTACT'S SIGNATURE]
[BANK CONTACT'S NAME]
BANK CONTACT'S PHONE NUMBER]
BANK CONTACTS EMAIL ADDRESS]