



1715 Garden Village Dr
White Pine, TN 37890
Phone: 865.674.7002
Fax: 865.674.0727
www.proteamauction.com

Fax Cover Sheet for Letter of Guarantee

Date

To

From

Fax No.

SAMPLE
Irrevocable Bank Letter of Guarantee
for use with
personal or Corporate Checks

(Bank Letterhead)

Pro Team Auction Company, LLC
1715 Garden Village Dr.
White Pine, TN 37890

Dear Sir/Madam:

This letter will serve as your notification that (bank name) will IRREVOCABLY HONOR AND GUARANTEE payment of any check(s) written by (customer's name) for up to (dollar amount of maximum bid total) Dollars (\$ _____) drawn on account number (account number) and payable to Pro Team Auction Company, LLC.

This GUARANTEE is for the purpose of our customers purchasing equipment, vehicles or other property which you will be auctioning on or about (June 3, 2022) at Pro Team Auction Company, LLC held in *White Pine, TN*. This GUARANTEE shall remain IRREVOCABLE throughout the event.

If further information is required, please fee free to contact this office.

Sincerely,

Bank Officers Signature & Title

Printed Name & Date

Phone #

Letters Specifications:

- The letter is on bank letterhead
- The bank name and the customer are the same on the check and the letter.
- The letter is dated within 30 days of the sale.
- The letter is addressed to Ritchie Bros. Auctioneers.
- The letter contains an amount
- The letter should contain an account and/or check number

NOTICE*** Not all banks have the ability to issue a letter using the wording. For your convenience and immediate release of goods, payments can also be made by cashier's check, cash, ACH draft or wire transfer. We also take credit cards up to \$3500 with a 3% convenience fee.