

*SAMPLE BANK LETTER OF GUARANTEE*

**This letter should be used as a sample guide for preparing letters by your bank when you intend to pay for purchases by either personal or company/business checks. Personal or company/business checks will not be accepted unless accompanied by a formal bank letter guaranteeing payment (as outlined in the sample letter below). CHECKS & GUARANTEES MUST BE MADE OUT TO ADESA PITTSBURGH.**

**ON BANK LETTERHEAD**

Date: \_\_\_\_\_

ADESA Pittsburgh  
758 Franklin Road  
Mercer, PA 16137

Bank Name  
Address

This letter will introduce \_\_\_\_\_ He/she presently has an account with our bank and our bank will guarantee any check written by \_\_\_\_\_ on bank account number \_\_\_\_\_ which is made payable to ADESA Pittsburgh. This guarantee is for any amount up to \$\_\_\_\_\_ and is good for a period of 10 days after the date of the sale, which is to be conducted on \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone number