

**Bank Letter of Guarantee Format**

To write a personal or business check for purchase(s) against funds drawn on and payable from your financial institution, a Letter of Guarantee must be submitted with your application to approve your desired bid limit and verify available funds and account information. You must pay for purchase(s) with a check written against this account only. No other checks will be accepted. **Letters must be written on Bank letterhead**, using the format below.

**Bank Letter Format - Canadian Bidders**

Date: Date of Letter

To: Switzer Auction Service  
Box 2062  
Swift Current, Sk.  
S9H 4M7

Re: Bidder's Name  
or Bidder's Name & Company Name  
Complete Address & Phone & Fax Number

Email Address

Name of Auction \_\_\_\_\_

Date of Auction \_\_\_\_\_

Item to Bid on \_\_\_\_\_

This letter shall serve as your notification that **(BANK NAME)** will honor/guarantee payment of any check(s) written by **(BIDDER NAME)** up to the amount of **(BIDDING LIMIT)**.

Or that **(BANK NAME)** will honor/guarantee transfer of Funds as instructed by **(BIDDER NAME)** up to the amount of **(BIDDING LIMIT)** the next banking day following the purchase(s).

This guarantee of check(s) applies only to the Switzer Auction Service for all the purchase(s) made on **(DATE OF AUCTION, Year)**. No stop payment will be issued. If further information is needed, please feel free to contact this office.

Sincerely,  
Bank Officer Signature  
Bank Officer Name & Title  
Bank Address

Bank Officer Direct Telephone Line Number

**Bank Letter of Guarantee Format**

A Letter of Guarantee must be submitted with your application to approve your desired bid limit and verify available funds.

**Bank Letter Format - *FOREIGN BIDDERS***

Date: Date of Letter

To: Switzer Auction Service  
Box 2062  
Swift Current, Sk.  
S9H 4M7

Re: Bidder's Name  
or Bidder's Name & Company Name  
Complete Address & Phone & Fax Number

Name of Auction \_\_\_\_\_

Date of Auction \_\_\_\_\_

Item to Bid on \_\_\_\_\_

This letter shall serve as your notification that **(BANK NAME)** will honor/guarantee transfer of Funds as instructed by **(BIDDER NAME)** up to the amount of **(BIDDING LIMIT)** the next banking day following the purchase(s).

This guarantee applies only to the Switzer Auction Service for all the purchase(s) made on **(DATE OF AUCTION, Year)**. No stop payment will be issued. If further information is needed, please feel free to contact this office.

Sincerely,  
Bank Officer Signature  
Bank Officer Name & Title  
Bank Address  
Bank Officer Direct Telephone Line Number