

**Bank Letter of Guarantee Format for Online Buyers**

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) by E-transfer or Wire Transfer. Letters must be written on Bank letterhead with the following info.

**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 Number

This letter shall serve as your notification that **(BANK NAME)** will honor/guarantee payment 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 Number

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