

**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 purchase 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 FARGO.**

**ON BANK LETTERHEAD**

**Date**

**ADESA Fargo**  
1650 East Main Avenue  
PO Box 772  
Fargo, ND 58078

**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 Fargo. 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**

Adesa Fargo, 1650 East Main Avenue, West Fargo, ND 58078  
Telephone 701-282-8203 Fax 701-281-0888

