

**Sample**  
**Letter of Credit**  
**Official Bank Letterhead**

\_\_\_\_\_  
(Current Date)

Smith Auction Company  
14254 Tamarak Lane  
Dexter, MO 63841

Dear Smith Auction Co.,

This letter will serve as your notification that \_\_\_\_\_  
(Bank's Name)

will irrevocably honor and guarantee payment on any check(s) written by our customer

\_\_\_\_\_ up to the amount of \$ \_\_\_\_\_  
(Customer's Name) (Guaranteed Amount)

and drawn on the account of \_\_\_\_\_ . No stop payments  
(Customer's Bank Account)

will be issued.

This letter of credit is for the purpose of purchasing automobiles or other property by our customer in connection with Auctions conducted by Smith Auction Company at

\_\_\_\_\_, \_\_\_\_\_  
(Auction Site) (Auction Date)

If further information is required, please contact this office.

Sincerely,

\_\_\_\_\_  
(Bank officer's signature)

\_\_\_\_\_  
(Bank officer's name & title)

\_\_\_\_\_  
(Bank officer's telephone number)

\_\_\_\_\_  
(Customer's signature)