

**A Letter of Guarantee from your bank to Heritage Global Partners “HGP” is required before a company check can be accepted. This letter assures HGP that the check which is presented will be paid in full.**

- The Letter must be on Official Bank Letterhead and signed by a Bank Representative.
- **IMPORTANT:** The Bank must state that they guarantee the payment of the check being presented. It is not sufficient for the bank to state the credit limit or balance of the individual/company.
- The Letter must state the name of the individual or company for whom the guarantee is being stated and the check must have the same name printed on it.
- The Letter should contain the account number on which the check is to be drawn and the check should match this same account number.
- The Letter should state an ending date after which the letter of guarantee will expire (at least seven days from Auction).
- The Letter must contain a maximum amount for which the bank will guarantee. The check must not be written for more than is guaranteed by the bank.



**Example Letter of Guarantee: (on Bank Letterhead)**