

# Sample Bank Letter of Credit

**\*\*\*Letter should be on Bank Letterhead.\*\*\***

(Date)

Insight Auctioneers  
5000 State Rd 66  
Sebring, FL 33875  
(863) 386-1225  
Fax (863) 386-0294

Re: (Your Name / Company)

To Whom It May Concern:

Please accept this letter as verification that (Your Name / Company) is a preferred client at (Your Bank Name). As of today's date, their account balances are in excess of (Amount).

If any additional information is needed, please contact (Your Bank Officer) at (Your Bank Phone #).

(Bank Officer Signature/date)

(Bank Officer name and title)

(Bank officer telephone number)

(Customer signature/date)