

# EXAMPLE BANK LETTER

## BANK LETTERHEAD

Date: \_\_\_\_\_

The Oil & Gas Asset Clearinghouse, Inc.  
P.O. Box 671787  
Houston, Texas 77267-1787

RE: The Oil & Gas Asset Clearinghouse, Inc.  
Auction dated: \_\_\_\_\_

Gentlemen:

This letter serves as an **irrevocable guarantee for payment** by check or wire transfer presented in an aggregate total amount not to exceed \$\_\_\_\_\_ for purchases made at the above referenced sale on behalf of our customer, \_\_\_\_\_.

This irrevocable letter of guarantee, for the sole purpose described above, shall expire ten (10) days after the date of said auction.

If additional information is required, please feel free to contact the undersigned.

Very truly yours,

BANK NAME

Bank Officer Name

Bank Officer Title

**PLEASE NOTE BANK LETTERS ARE REQUIRED  
FOR PAYMENT BY CHECK OR WIRE TRANSFER  
A BANK LETTER IS NOT REQUIRED WHEN PAYING BY CASHIERS CHECK**