

# Sample Letter

*If you plan on paying with a personal check you must have a Letter of Guaranty from the bank the check is written.*

## LETTER OF GUARANTY

Date:

To: Bo Stallman, Sheriff  
Delivery: HAND DELIVERED

RE: Letter of Guaranty – (Brazoria County Sheriff’s Dept.)  
“Name of Bank” Checking Account # (-----)

Dear Sirs:

Please accept this letter as notification to you that \_\_\_\_\_ Bank, N.A. will honor and guarantee payment of a check or checks written to you by our customer referenced above drawn upon the checking account identified above up to the aggregate amount of (\$ dollar amount), if such check is properly signed, endorsed, and presented for payment no later than (Date – usually 10 – 14 days). It is your responsibility to properly identify the party signing the check.

The specific purpose of this letter of guaranty is to enable (Customer’s Name) to participate in (Brazoria County Tax Sale) to be held (Date of Sale). 1<sup>st</sup> Tuesday of each month.

If further information is deemed necessary please do not hesitate to call.

Sincerely,

Officer Name  
Title