

**SAMPLE  
LETTER OF CREDIT (MUST BE ON BANK LETTERHEAD)**

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

**Chevrolet Hall of Fame Museum of Decatur  
LaVelle Hunt, President  
3635 US Rt. 36 East  
Decatur, IL 62521**

**Dear Mr. Hunt:**

**This letter will serve as notification the \_\_\_\_\_ (Bank name) will irrevocably honor and guaranty payment on any check written by our customer, \_\_\_\_\_ (Customer's name) and drawn on the account of \_\_\_\_\_ (Customer's bank account and account number) up to the amount of \$\_\_\_\_\_. No stop payment will be issued against any such check.**

**This letter of credit is for the purpose of purchasing automobiles or other property by our customer in connection with the auction being conducted by Chevrolet Hall of Fame Museum of Decatur in Decatur, Illinois on October 4, 2014. Further inquiries concerning this Letter of Credit shall be directed to:**

\_\_\_\_\_ **(Bank officer and contact phone number).**

**Sincerely,**

\_\_\_\_\_ **(Signed by bank officer)**

\_\_\_\_\_ **(Name and title)**

\_\_\_\_\_ **(Bank officer's phone number)**

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