

# NORTHEASTERN BANK OF PENNSYLVANIA

1234 Main Street  
Honesdale, PA 18431

If paying with a Personal Check a Letter of Credit is need, here is a

## **SAMPLE**

July 30, 2021

John Smith  
1234 Main Street  
Honesdale, PA 18431

To Whom It May Concern,

John Smith is a customer of Northeastern Bank and we guarantee the funds on the Account #00000000, and can spend up to \$25,000.00 at your Tax Sale on September 17, 2021. All guaranteed checks are to be made payable to the Wayne County Tax Services.

Sincerely,

Jane Smith  
V.P, Branch Manager

**All Letters of Credit Must be Written by your Bank on their Letter Head  
and signed by Branch Manager**