

Standard Back-to-Back LC Request

Subject: Request for Issuance of Back-to-Back Letter of Credit

Dear [Bank Officer Name],

We kindly request the issuance of a back-to-back letter of credit in favor of our supplier, [Supplier Name], under the terms of our master LC No. [Master LC Number] dated [Date]. The LC should be for an amount of [Amount] and valid until [Expiry Date]. All terms and conditions shall mirror the master LC unless otherwise stated.

Please find attached all relevant documents for your reference and processing. We appreciate your timely assistance.

Sincerely,

[Your Name]

[Company Name]

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