

Request for CCLC Issuance - Import Transaction

Subject: Application for Cash Collateralized Letter of Credit

Dear [Bank Manager's Name],

I am writing to formally request the issuance of a Cash Collateralized Letter of Credit in favor of [Beneficiary Company Name], located at [Beneficiary Address], for the amount of [Currency] [Amount].

Our company, [Your Company Name], has entered into a purchase agreement with the above-mentioned beneficiary for the procurement of [Description of Goods/Services]. The transaction requires a letter of credit as the primary payment mechanism, and we are prepared to provide full cash collateral to secure this instrument.

Transaction Details:

Amount: [Currency] [Amount]

Beneficiary: [Company Name and Address]

Expiry Date: [Date]

Latest Shipment Date: [Date]

Partial Shipments: [Allowed/Not Allowed]

Transshipment: [Allowed/Not Allowed]

We hereby authorize you to debit our account number [Account Number] for the full collateral amount of [Currency] [Amount], plus any applicable issuance fees and charges. We understand that these funds will be held as security until the letter of credit expires or is fully utilized.

Please find enclosed the following documents:

- Signed LC application form
- Pro forma invoice from beneficiary
- Purchase agreement
- Company resolution authorizing this transaction
- Proof of cash deposit

We request that this letter of credit be issued by [Desired Date] to meet our contractual obligations.

Please confirm receipt of this application and advise on the expected issuance timeline.

Should you require any additional information or documentation, please contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Respectfully,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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