

Provisional request for commercial letter of credit

Subject: Provisional Request for Letter of Credit

Dear [Bank Manager's Name],

We are preparing to finalize a contract with [Supplier's Company Name] for the import of [Goods]. As a preliminary step, we would like to request the provisional issuance of a commercial letter of credit for the estimated amount of [Amount].

At this stage, the purpose is to secure the supplier's confidence while we finalize the shipment details. Please treat this as a provisional request, with final documentation to be provided within [Timeframe].

Kindly advise us on the necessary requirements and charges to move forward.

Best regards,

[Your Full Name]

[Company Name]

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