

Confirmation of commercial letter of credit issuance

Subject: Confirmation of Issued Letter of Credit

Dear [Supplier's Name],

This is to confirm that a commercial letter of credit has been issued in your favor through [Issuing Bank] for the amount of [Amount]. The LC reference number is [LC Number]. It is valid until [Expiry Date] and payable upon presentation of the required documents as specified in our agreement.

Please find the attached copy of the LC terms for your records. We kindly ask you to proceed with the shipment arrangements accordingly.

Thank you for your cooperation and we look forward to the successful execution of this transaction.

Sincerely,

[Your Full Name]

[Company Name]

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