

Formal Import LC Request

Subject: Application for Deferred Payment Letter of Credit

Dear Trade Finance Manager,

I am writing to formally request the establishment of a Deferred Payment Letter of Credit in favor of [Beneficiary Name] located in [Country] for the import of [goods description] valued at [amount] [currency].

The proposed deferred payment terms are [number] days from the date of document presentation.

This arrangement will allow us to maintain optimal cash flow while securing the necessary goods for our operations.

Please find enclosed our completed LC application form along with the required supporting documentation including our financial statements, purchase agreement, and import license. We request that the LC be subject to UCP 600 rules and be available by negotiation.

The LC should be valid until [date] with a document presentation period of [number] days after shipment date. We confirm our ability to meet all payment obligations upon maturity.

We look forward to your prompt processing of this application and appreciate your continued support of our international trade activities.

Sincerely,

[Your Name]

[Title]

[Company Name]

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