

Request for Discount Letter of Credit Issuance - Corporate Trade Finance

Subject: Request for Discount Letter of Credit Issuance

Dear [Bank Manager/Trade Finance Officer],

I am writing on behalf of [Company Name] to request the issuance of a Discount Letter of Credit in favor of our supplier, [Beneficiary Name], located in [Country]. This instrument will facilitate our upcoming transaction valued at [Amount] for the purchase of [goods/services description].

We have reviewed the terms and conditions of discount letters of credit and understand that this instrument will allow our supplier to receive immediate payment upon presentation of compliant documents, with the discount charges debited to our account. The shipment is scheduled for [date], and we anticipate document presentation within [number] days thereafter.

Our company has maintained a credit facility with your institution for [duration], and we request that this LC be charged against our existing trade finance line. The key transaction details are as follows: LC Amount [value], Beneficiary [name and address], Tenor [days], Discount Basis [LIBOR/SOFR + margin], and Expiry Date [date].

We have attached all required documentation including the proforma invoice, purchase agreement, and our company's latest financial statements. Please confirm receipt of this request and advise on the expected issuance timeline.

Thank you for your continued support of our international trade activities.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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