

## Formal request to bank for DLC establishment

Subject: Application for Domestic Letter of Credit Issuance

Dear Credit Manager,

We hereby request the establishment of a Domestic Letter of Credit in favor of [Beneficiary Name] for the purchase of [goods/services description].

Transaction Details:

- Beneficiary: [Company Name and Address]
- Amount: \$[Amount]
- Validity Period: [Date] to [Date]
- Description of Goods: [Detailed description]
- Shipment Terms: [Terms]
- Required Documents: Commercial invoice, packing list, delivery receipt, quality certificate

We maintain adequate credit facilities with your institution and request processing at your earliest convenience. All terms and conditions as per attached purchase agreement should be incorporated.

Please confirm receipt and advise on documentation requirements and processing timeline.

Respectfully yours,

[Signature]

[Name and Title]

[Company Name]

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