

Formal request for issuing an LC for import transaction

Subject: Request for Issuance of Letter of Credit for Import

Dear Sir/Madam,

We kindly request the issuance of an irrevocable Letter of Credit in favor of our overseas supplier, [Supplier's Name], located in [Supplier's Country]. The purpose of this LC is to facilitate the import of [Product Name] as per the purchase order number [XXXX] dated [Date].

The total value of the transaction is [Amount] in [Currency]. We request that the LC be payable at sight and valid until [Expiry Date], covering shipment from [Port of Loading] to [Port of Destination].

All documents required for compliance will be submitted in accordance with UCP 600 standards.

Please confirm the charges and requirements necessary to proceed. We look forward to your swift action on this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

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