

Request for Letter of Credit Issuance

Subject: Request for Letter of Credit Issuance

Dear [Bank Manager's Name],

I am writing to formally request the issuance of a Letter of Credit on behalf of [Company Name] to facilitate our international trade transaction with [Beneficiary Name/Company].

Transaction Details:

- Beneficiary: [Beneficiary Name and Address]
- Amount: [Currency and Amount]
- Validity Period: [Start Date] to [Expiry Date]
- Type of LC: [Irrevocable/Revocable, Sight/Deferred Payment]
- Merchandise: [Description of goods]
- Shipment Terms: [Incoterms - FOB, CIF, etc.]
- Latest Shipment Date: [Date]

We have maintained our account [Account Number] with your esteemed institution for [duration] and request your assistance in processing this LC application expeditiously. All required documentation including the proforma invoice, purchase order, and insurance documents are attached herewith.

Please confirm receipt of this application and advise on any additional requirements or collateral needed. We are available to discuss terms and conditions at your earliest convenience.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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