

Request for LC Confirmation

Subject: Request for Confirmation of Letter of Credit [LC Number]

Dear [Confirming Bank Officer],

We are writing to request your bank's confirmation of Letter of Credit Number [LC Number] issued by [Issuing Bank Name] on [Date] in our favor.

LC Details:

- Issuing Bank: [Bank Name and Address]
- Applicant: [Buyer's Name]
- Beneficiary: [Our Company Name]
- Amount: [Currency and Amount]
- Expiry Date: [Date]

As the beneficiary, we seek your confirmation to add an additional layer of payment security to this transaction. We understand that your confirmation will constitute a definite undertaking in addition to that of the issuing bank.

Please review the attached LC and advise:

1. Your confirmation fees and charges
2. Any additional requirements or documentation needed
3. Expected timeline for confirmation

We would appreciate your prompt response as we need to proceed with shipment arrangements.

Thank you for considering our request.

Best regards,

[Your Name]

[Position]

[Company Name]

[Email and Phone]

Get more templates here: <https://www.lettersandtemplates.com/letters/letter-of-credit-agreement>