

Formal request to establish letter of credit

Subject: Request for Letter of Credit Establishment - [Transaction Reference]

Dear [Bank Representative Name],

We respectfully request the establishment of an irrevocable letter of credit in favor of [Beneficiary Name] for our upcoming commercial transaction. The credit amount should be [Amount] with validity until [Date].

The transaction involves [Brief Description of Goods/Services] with delivery terms [Incoterms]. We require the letter of credit to include standard commercial documents: commercial invoice, packing list, bill of lading, and certificate of origin.

Please confirm the applicable fees and charges for this facility. We understand that margin requirements and security deposits may apply according to your standard terms.

We look forward to your prompt response and the establishment of this credit facility.

Sincerely,

[Your Name]

[Title]

[Company Name]

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